

DIGITAL SIGNING INSTRUCTIONS

IN E-KYLA

- Log into E-kyla using your ID-card or TRP.
- Open “**Contracts**” from the left side menu and then click on the “**Contract ID**”.



The screenshot shows the E-KYLA web interface. On the left is a navigation menu with 'Contracts' highlighted. The main area displays a table titled 'Contracts list' with columns: Contract ID, Apartment, Start date, Contract valid until, Contract end date, Apartment form returned, and Deposit payment date. The first row contains the values: 9850, Narva mnt 89, 22.02.2024, 30.06.2024, and empty cells for the remaining columns. The 'Contract ID' and its value '9850' are circled in red.

Contract ID	Apartment	Start date	Contract valid until	Contract end date	Apartment form returned	Deposit payment date
9850	Narva mnt 89	22.02.2024	30.06.2024			

- Under “**Contract related files**” you can find the contract container already signed by the client manager. There you can add your signature to the container using the button “**Add signature**”.

CONTRACT RELATED FILES 9511

File name	Content type and digital signatures	Sign due date / Signed	Digital signature
9511.ASICE	application/vnd.etsi.asic-e+zip ok Signed: 27.02.2024 15:42:21	03.03.2024 /	Add signature

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- **Check if the contract file has your signature.** Your name will appear next to the client manager’s and that meant the contract has your signature as well.
- **If the file does not have your signature,** then you can try signing the file on your computer.

DIGITAL SIGNING INSTRUCTIONS

ON YOUR COMPUTER

- Download the software from id.ee
- An ID-card reader is needed to sign the contract using an ID-card or TRP.
- Log into E-kyla.
- Open “Contracts” from the left side menu and then click on the “Contract ID”.

User name		Contracts list					<input type="checkbox"/> Show all
Contract ID	Apartment	Start date	Contract valid until	Contract end date	Apartment form returned	Deposit payment date	
9850	Narva mnt 89	22.02.2024	30.06.2024				

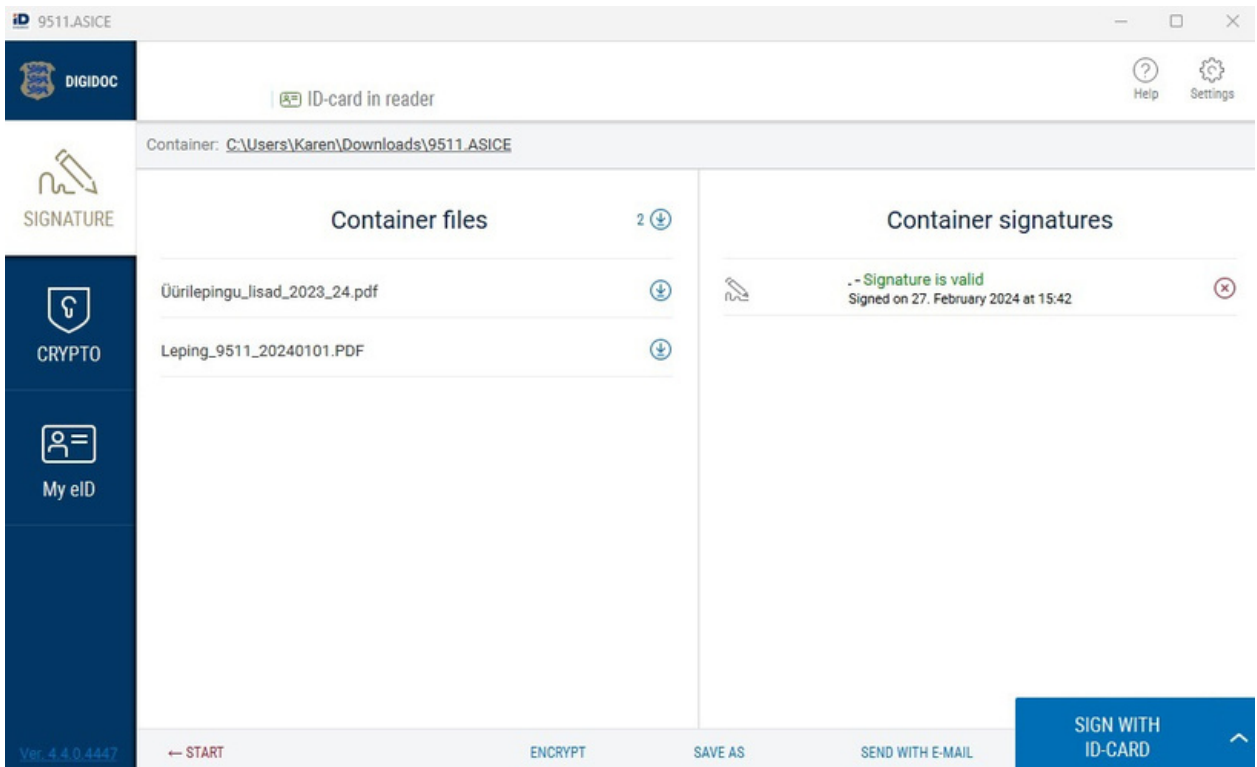
- Under “Contract related files” you can find the contract container already signed by the client manager. Click on the file name to download the file container.

CONTRACT RELATED FILES 9511

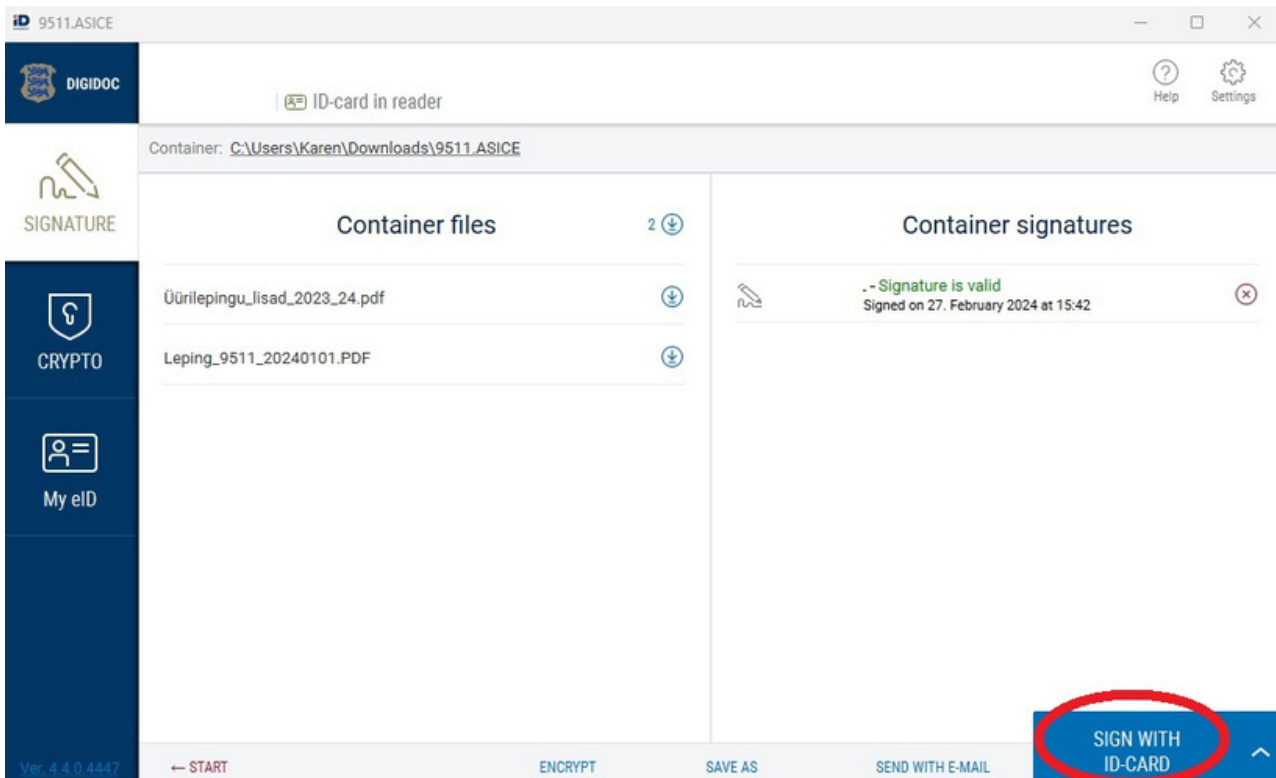
File name	Content type and digital signatures	Sign due date / Signed	Digital signature
9511.ASICE	application/vnd.etsi.asic-e+zip Signed: 27.02.2024 15:42:21	03.03.2024 /	Add signature

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- Open the container on your computer.



- Add your signature to the container either with an ID-card or with a Smart-ID.



- Send the container with both signatures to the Student Village's email info@campus.ee.