# E-signing request, instructions for students

When you want to send a thesis contract for signing through [AtomiSign](https://atomisign.fi/login), start with creating a signing request. Fill in the required information, add the document to be signed in the PDF format, select the necessary options, and fill in the names and the contact information of the signatories:

1. **Check that the contract contains all the necessary information (incl. contact information of your cooperation partner and supervisor), and that it is ready to be signed.**
2. Click *“New signing request”* in the left-side menu
3. On the opening page, fill in the needed information:
4. Title: The text you write here is shown to the recipients (signatories) eg in the request they receive by email.
5. Date: Specify the period of validity for your request. The default date is one month after the request. You can change the default date if needed.
6. Documents: Upload the documents to be signed, ie the thesis contract and thesis plan. The documents must be added in the PDF format.
7. Message: Write an optional message for the signatories.
8. **Options:**
	* + Authentication method: Choose **SMS authentication**. In exceptional cases, if the partner does not have a company mobile phone, you can choose light authentication.
		+ Signing order: choose **sequential**.
		+ Keep the default settings in other fields.
9. Participants: Fill in the information of all signatories, including yourself and other authors of the thesis. You (and the other authors/students) are the 1st participant(s), the thesis supervisor is the second one, and the cooperation partner last. The order of the participants determines the signing order. If necessary, you can change the order of participants with the arrow buttons, and you can add new signatories by clicking "Add participant".
10. After checking the information, send the request (*Send*). The signatories will receive the request in the specified order.
11. You will receive the signing invitation to your email from AtomiSign. Follow the instructions. After your signature, the next participant will receive the invitation\*. After every participant has signed the contract, AtomiSign will inform you and send you the link to the signed contract. **NOTE! Signatures made with AtomiSign appear on the last, separate signature page of the contract** (not in the places reserved for manual signatures).
12. Save the signed contract to Wihi.

\*If the signing request does not reach all signatories, make sure that the contact information (email, phone number) of all the participants is correct.

