# E-signing request, instructions for students

When you want to send a document for signing through [AtomiSign](https://atomisign.fi/login), **sign in with Microsoft** (TAMK account). 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 document contains all the necessary information, and that it is ready to be signed.** The document cannot be modified after it has been uploaded into AtomiSign.
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 document(s) 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.
		+ Keep the default settings in other fields (parallel signing order, additional signature page, English language).
9. Participants: Fill in the information of all signatories, including yourself. You can add new signatories by clicking "Add participant".
10. After checking the information, send the request (*Send*).\*
11. You will receive the signing invitation to your email from AtomiSign. Follow the instructions. After every participant has signed the document, AtomiSign will inform you and send you the link to the signed document.

**NOTE! Signatures** made with AtomiSign **appear on the last, separate signature page of the contract** (not in the fields reserved for manual signatures).

1. Upload the signed document to the right place (e.g. practical training agreement to Moodle, thesis contract to Wihi). Download the signed contract immediately from the system, because the contract is retained in the system for a limited period.

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

