

Instructions for Electronic Signing

This guide describes how to sign a document electronically.

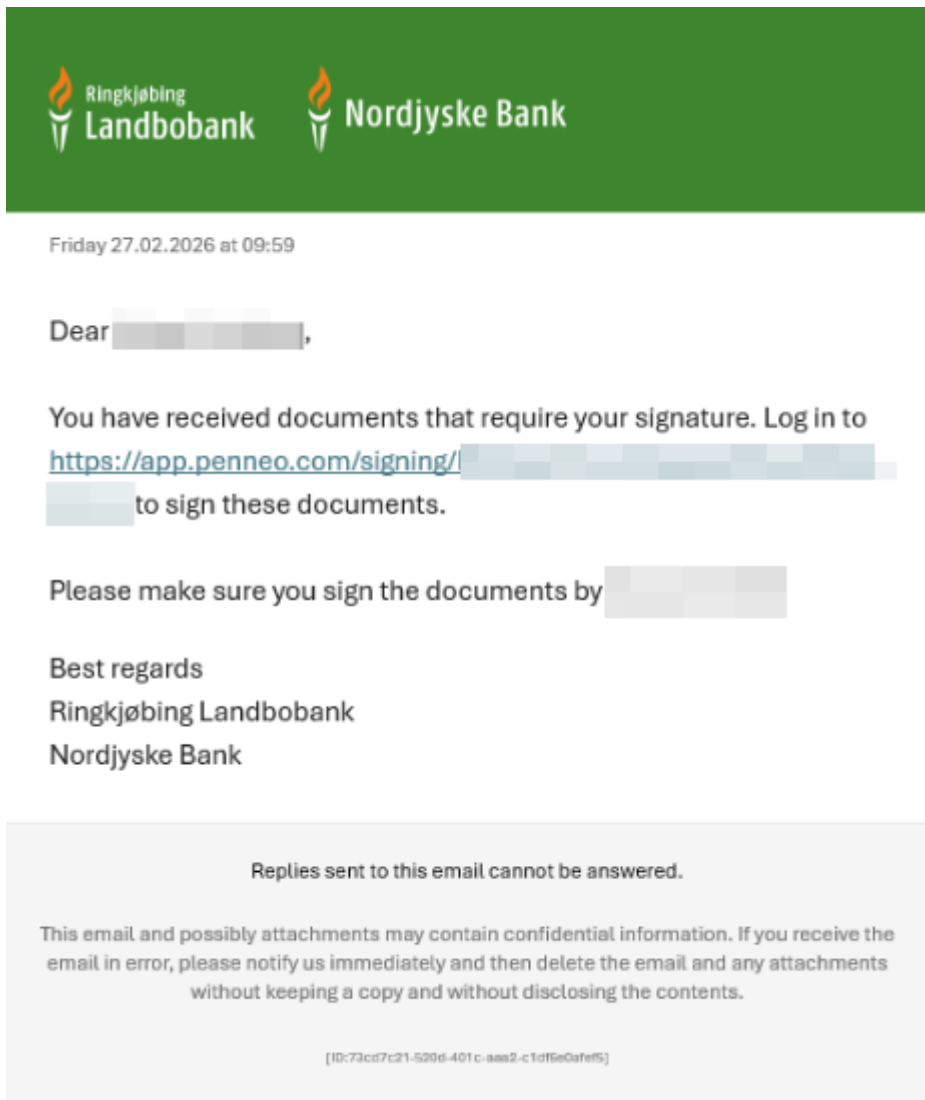
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Email received

When a document needs to be signed, you will receive an email from Ringkjøbing Landbobank / Nordjyske Bank with the following text:



Click on the link in the email.

The link will take you to a website.

You will be asked to confirm that a password will be sent by text message to your mobile phone.

Click "I agree to receive a one-time code via SMS message from Penneo..." and click on "Send me the code".

You will receive a single-use code via text message from Penneo.

Enter the code in the fields on the page.



Access the documents

Confirm your identity to review the documents. The documents won't be signed yet.

A one-time code will be sent via SMS to the number below:

**** ** * ** * 123**

[This is not my number](#)

I agree to receive a one-time code via SMS message from Penneo. Normal message and data rates apply. [End User License Agreement](#) & [Privacy Statement](#)

Send me the code

or

Reject to sign

Signing process in the signing room

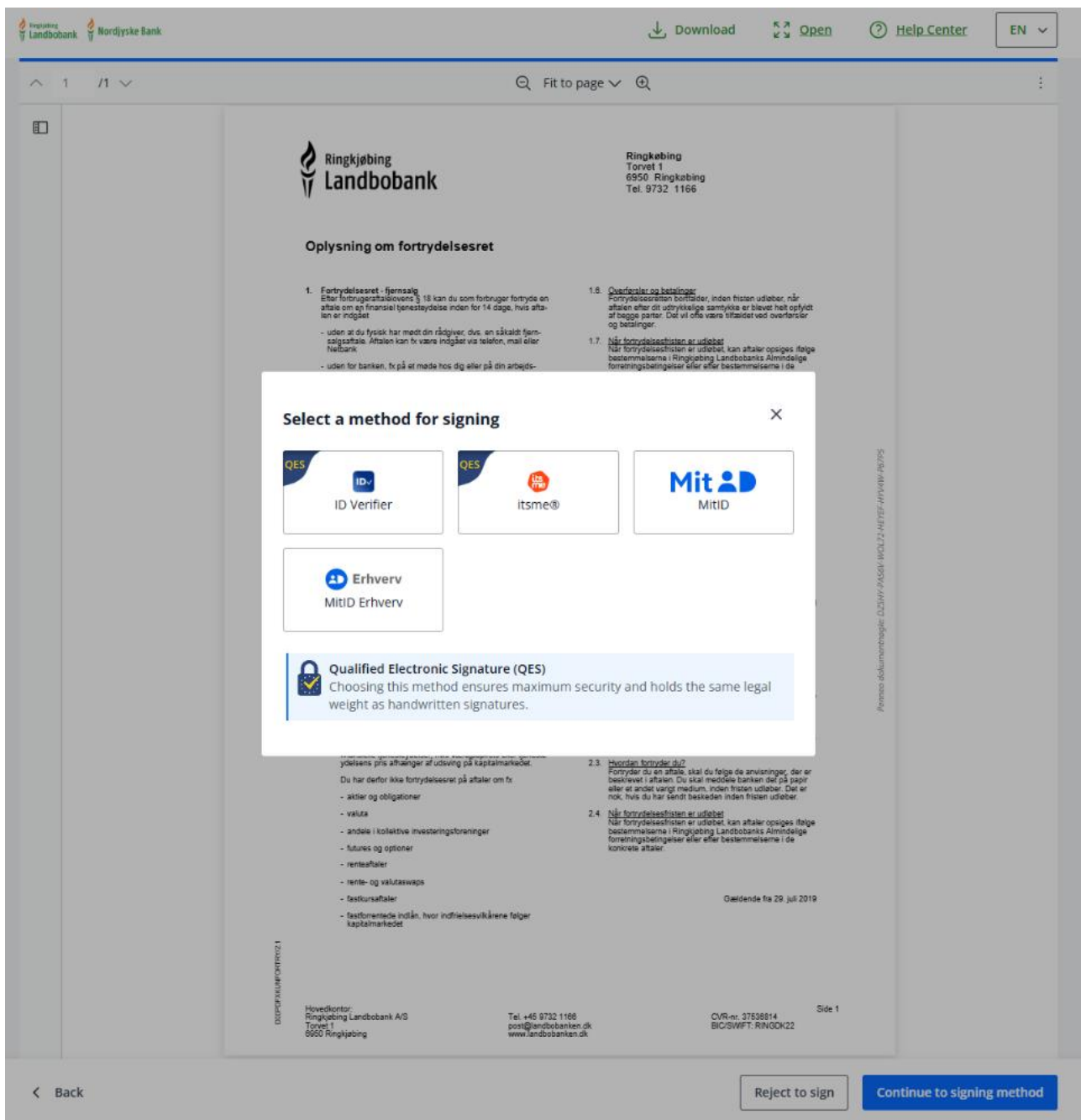
After entering the code, you will be taken to the documents.

Scroll through each document to read.

Go to the next document by clicking on "Next document".

After the final document select "Sign document".

You have to select which app you want to use: itsme or ID Verifier.

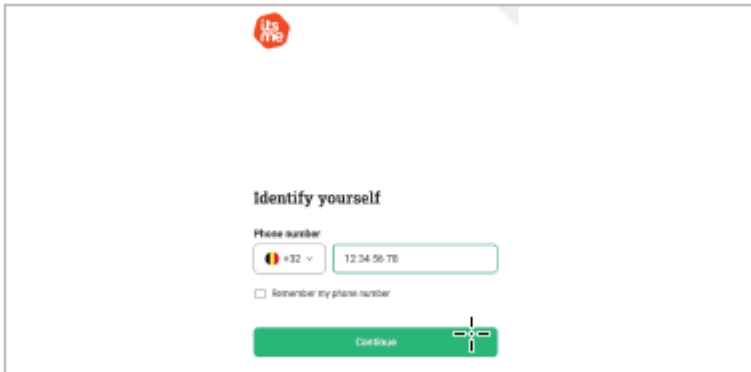


The screenshot shows a document viewer interface for Ringkjøbing Landbobank and Nordjyske Bank. The document is titled "Oplysning om fortrydelsesret" (Information on right of withdrawal). A modal window titled "Select a method for signing" is displayed in the center, offering four options: ID-Verifier, itsme@, MitID, and MitID Erhverv. Below these options, there is a section for "Qualified Electronic Signature (QES)" with a note: "Choosing this method ensures maximum security and holds the same legal weight as handwritten signatures." The background document text includes sections 1, 1.6, 1.7, 1.8, 2.3, and 2.4, detailing withdrawal rights and conditions. At the bottom of the document, there is contact information for the banks and a date: "Gældende fra 29. juli 2019".

Sign with the itsme app

If you do not have the itsme app, you need to install it on your mobile device.

Enter your mobile phone number.



Select your country code, enter your mobile phone number and press "Continue".

Erklæring og samtykke

Med min underskrift bekræfter jeg indholdet og alle datoer i de følgende dokumenter, identificeret ved deres dokumentnøgle og kryptografiske hash-værdi.

Jeg accepterer, at **mit fulde navn, min aktuelle IP-adresse** samt **mit offentlige certifikat** gemmes og opbevares digitalt, med det formål at kunne påvise underskriftens gyldighed.

Oplysningerne indlejres i underskriften, og er derved tilgængeligt for alle, med adgang til det underskrevne materiale.

Endvidere, med min signatur accepterer jeg den til enhver tid gældende slutbruger licensaftale (EULA) for brugen af Penneo Digital Signatur Platform:

<https://penneo.com/eula>

Dokumenter der underskrives

example

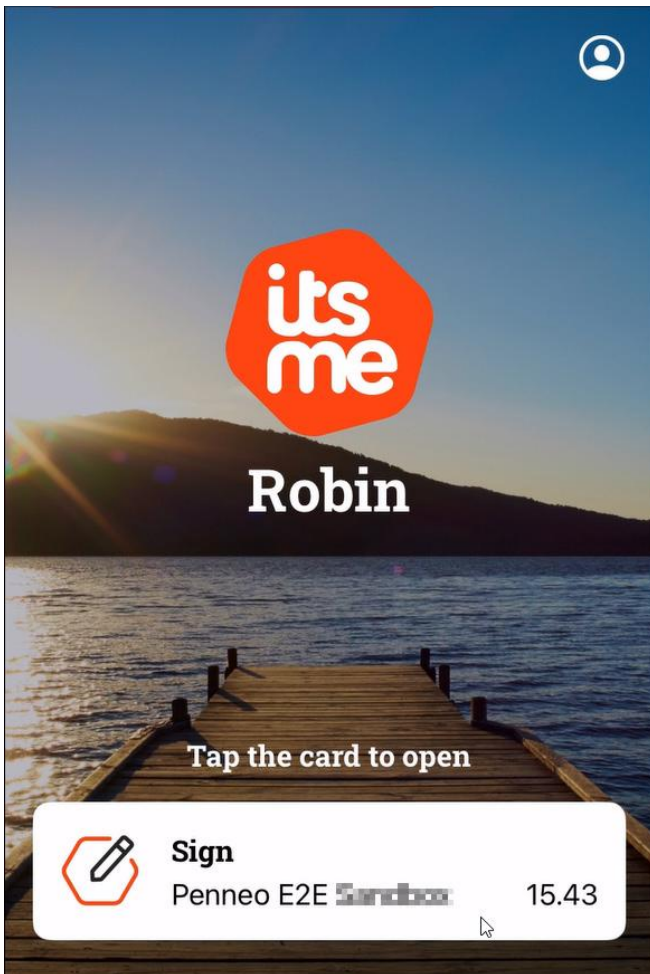
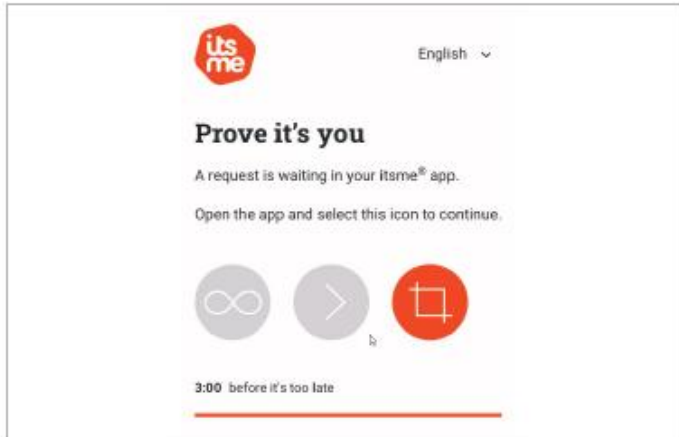
Jeg underskriver dokumentet "example"
- som underskriver

[Documentnøgle: 8018-140-11028-40004-0018-0000]


[Documentnøgle og signatur hash (SHA-256 hash værdi):
8018-140-11028-40004-0018-0000-8018-140-11028-40004-0018-0000]

Reference **8018-140-11028-40004-0018-0000**

Sign the documents by clicking on "Sign Document" at the bottom.
You will then be asked to verify your identity in the itsme app.



Sign the documents by clicking on "Confirm".

×
 **Sign**
Penneo E2E ~~Sandbox~~ 15.43

Info
Signature of 1 document at Penneo E2E ~~Sandbox~~

Details
Du underskriver 1 dokument som en del af en Penneo-dokumentpakke. Reference 53BQU-ZJ7F2-YKQ4I-QW01E-W580M-MY5JJ

Signature policy
Signature Policy for signatures that are only used for testing and do not bind the signer to anything.
OID 1.3.6.1.4.1.492741.1.5.1.2

Enter your code for the itsme app.

Go back in the browser and see your receipt for the signature.



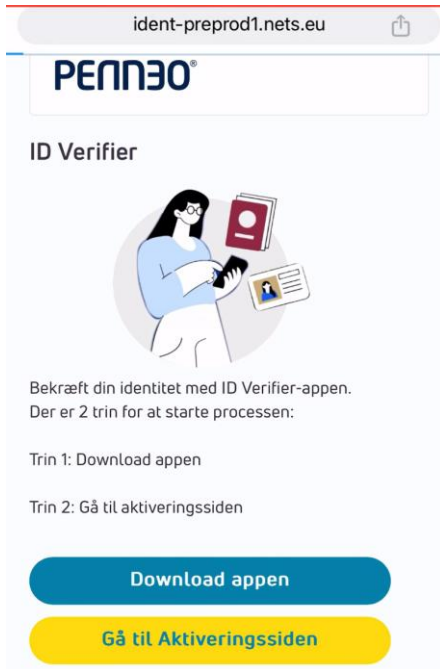
Din underskrift er blevet registreret

Når alle underskrifter er indsamlet, modtager du en e-mail med adgang til dit underskrevne dokument.

 Arkiver nemt alle dine dokumenter, der er underskrevet via Penneo, så de er tilgængelige når som helst og hvor som helst. Brug dit eID til at oprette eller logge ind på din konto.

Sign with the ID Verifier app

If you do not have the Nets app, you need to install it on your mobile device.



You will receive an activation code to be entered in the Nets app – the QR code can also be used.



Take a face scan/selfie.

Take a selfie

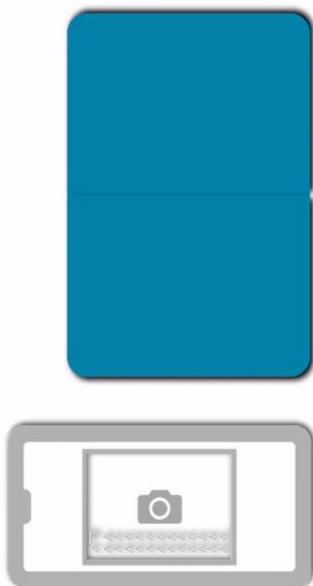
Face recognition is performed to verify your identity. This is to make sure that you are the legitimate document owner.

Scan the page in your passport with your photo – you must scan the structured code at the bottom of the page.

Close

Scan the document

Open the passport to the photo page



Scan the NFC chip in your passport.

Read the NFC chip

Place the phone on top of the document.



You will receive a receipt in the app. Close the app and go back in the browser to complete the process.



Completed

Please close the app and go back
to the browser.

