

SETCCE

**SETCCE ePero® WebApp User manual  
for remote signing**

**User manual**

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## DOCUMENT PURPOSE AND SUMMARY

### Document purpose

This document contains instructions how to use SETCCE ePero®WebApp application in the remote signing scenario.

### Document summary

Present document contains the description of user registration process by SETCCE Identity Provider, authentication of the user with acquired credentials and main graphical interfaces of SETCCE ePero®WebApp application.



ePen®

handwritten electronic signing

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# 1. INTRODUCTION

SETCCE ePero® service provides user friendly graphical interface for electronic signing of documents. Documents are server side sealed with qualified certificate and stored in trusted electronic archive.

Presented scenario of electronic signing consists of a registration of the user, creation of the document by the owner, sending documents via SETCCE ePero® service and electronic signing of the documents. These phases are described in details in the following sections.

Used terms:

- **job**: consists of one or more documents which have to be signed within one signing process.
- **job step** is a signing event comprising of one or more signatures which may be independent as regards time and location.

## 2. REGISTRATION OF THE REMOTE USER

The user, either representative of legal person or natural person, can use SETCCE ePero® application after he/she has been registered by the SETCCE ePero® Identity. This can be performed by completing the registration form consisting of the following data:

- User name and surname;
- User e-mail address;
- User mobile phone number.

Upon user registration, the system creates password and sends it via SMS to user's mobile phone. The user gets electronic identity by the SETCCE Identity Provider and electronic identification means, which can be used for authentication and creation of the visualization of the digital signature filed in the remote signing process.

## 3. USER AUTHENTICATION

After registration of the user, the owner of the documents can prepare and send documents to be signed to SETCCE ePero® service. Considering the specified scenario, the documents may be signed by different users. When the signing step requires signature of the user, which is remote, his/hers signing process starts with the e-mail notification, sent by the SETCCE ePero® service.

### 3.1. Notification e-mail

User receives the notification mail from sender [epero@setcce.si](mailto:epero@setcce.si):

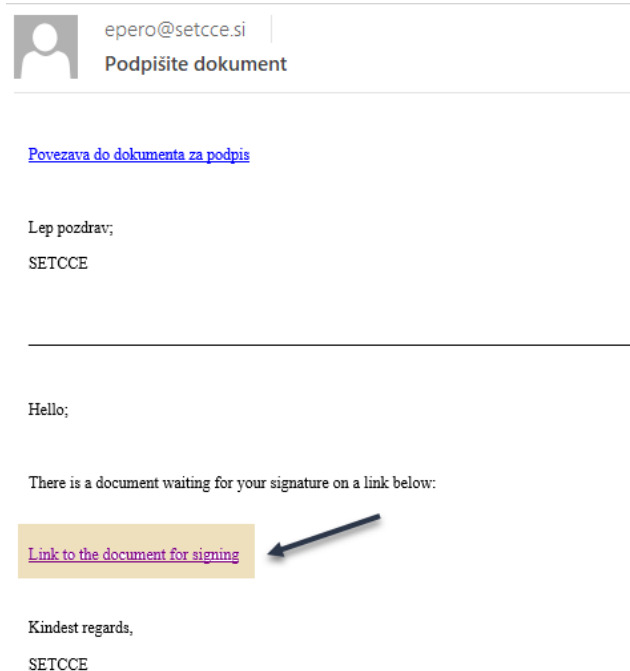


Figure 1: Example of e-mail notification

User has to select the link under text: “[Link to the document for signing](#)”. This link opens the first step of the authentication process, where user has to fill in fields with e-mail address and password (Figure 2), the same as he defined during registration:

**Sign-in using SETCCE identity provider**

Enter your e-mail address and password to sign in

E-mail address  
Example: user@institution.com

Password  
Primer: AbC123!

**CONFIRM**

Figure 2: User login to SETCCE identity provider

After selecting Confirm button SETCCE ePero® service sends an SMS message containing one-time password to the user's predefined mobile phone number. User is instructed to enter one time password in the next opened dialog box (Figure 3).

**Enter one time password**

You have just received SMS with one time password to your mobile phone number 0038651213369 .

One time password Example: 12345678

**CONFIRM**

Figure 3: User enters one-time password

After successful authentication phase, ePero®WebApp application is shown with documents to be signed. Following section describes its properties.



## 4. EPERO®WEBAPP USER INTERFACE

Graphical interface of ePero®WebApp leads the user through the signing process. Main web page is designed to be responsive, i.e. to adjust to different devices such as a tablet PC (or smart phone), workstation (desktop), etc.

The description of SETCCE ePero®WebApp graphical interface is presented in the next chapter.

### 4.1. Description of main buttons of ePero®WebApp

Graphical interface of the desktop is presented in Figure 1.

The screenshot shows the SETCCE ePero® user interface on a desktop. The interface is divided into several sections, numbered 1 through 6:

- 1**: User/Job Step Leader and Version (top left)
- 2**: Options (top center)
- 3**: Document List (left sidebar)
- 4**: Main Document Content (center)
- 5**: Job Information (right sidebar)
- 6**: Signature area (bottom center)

The main document content displays an insurance policy document for "YOUR BEST CAR INSURANCE". The document includes the following details:

- Contractor: SMITH JANE, LAVRICA / OGRINOVA ULICA 17, 1291 SKOPLJICA, (BD)31.12.1990
- Validity: from 11.02.2017 to 11.02.2018
- Reg. no.: LJFF355
- E-code: 123456 (17.090,00 EUR)
- Year: 2008
- Type: Personal vehicle
- Brand: KIA
- Model: ceed Sporty Wagon Diesel SW 1.6 CRDI
- Serial number: U9F7G52428L004716
- LX Fresh
- No. of seats: 1+4
- No. of doors: 5
- No. of miles: 174000
- Value of vehicle: 17.090,00 EUR
- Basic insurance with legal protection of the driver: 434,79
- Phone no. 090 12 34, International call +386 2 3333 333, TERMS: AO 02/16; SERVICE 02 SIVA-AO MV
- P-PIE 45 % of the fee (-222,63)
- Comprehensive loss - PROA, TERMS: AO 02/16: 32,39
- P-PIE 45 % of the fee (-17,81)
- Premium: 24 hour roadside assistance (call 090 00 00, International +386 2 123 45 67), TERMS: AA-A, P-REB, AO 01/16: 34,00
- BODILY INJURY INSURANCE OF DRIVER AND PASSENGERS, TERMS: NE 01/16; MV 01/16; Accidental death: 4.000,00, Disability: 8.000,00
- Total discount: P discount AO, AO, (0,00); P discount PE (-3,64); P cash payment - 4 % (-7,96); P-Commercial discount (-71,87); P-REB discount (-1,07)
- Total fee from 11.02.2017 to 11.02.2018: 152,94 EUR
- TAX (DPZ) - 2,50%: 13,06 EUR
- Total payment: 165,94 EUR
- Cash payment (due date: 14.01.2017 - 165,94 EUR)

Figure 4: SETCCE ePero® user interface on the desktop

The graphical interface of SETCCE ePero®WebApp consists of six fields (Figure 4), which are positioned regarding to the size of a window and the desktop / tablet application.

**1 – USER / ePero version:** The field with the name of the authenticated user – job step leader and the version of the SETCCE ePero®.

**2 – OPTIONS:** The field with the main buttons, leading to available actions that can be selected.

**3 – DOCUMENT LIST:** The field, which presents the list of all documents in a job and properties of each document, related to the state of the signing, like "Missing Signature".

**4 – DOCUMENT:** The field, which presents selected document.

**5 – JOB INFORMATION:** The field which presents the properties of a current job.

**6 – VISUALIZATION OF A DIGITAL SIGNATURE:** The field which presents who has already signed the document.

Main button displaying current action to be taken is button in the middle of the field **2**. It has the name and the icon of the action available in the current step of the signing process, such as:




- **Sign Document:** SIGN DOCUMENT - describes that current user as a step leader has to sign the document.



- **Exit:** EXIT - describes that current user as a step leader has finished signing documents for the selected job. It is presented in the two cases:
  - o If the job is completed and archived.
  - o If all signatures in the current step of the job are acquired and the job has to be passed to the next signer in the next step, with other job step leader.(The complete description of signing step of the job and documents could be checked in the fields 3-Document List and 5-Job Information.)


After selecting button **Exit** the application SETCCE ePero®WebApp will be closed.

## 4.2. Preview of documents




The preview of the documents can be selected via the icon "Show document"  in the field 4. The selected document is previewed in the separate window on the desktop.

## 4.3. Other options

OTHER OPTIONS

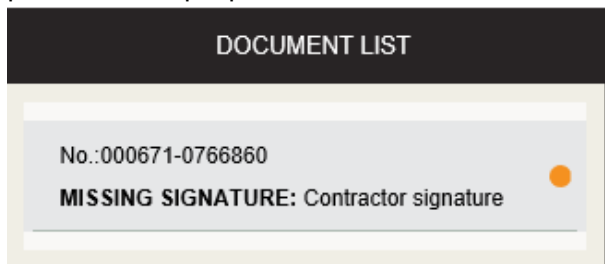
Action "Other options" in the field 2:  is used for managing job and documents as it contains possible actions for the current step of the signing process.

In the case when documents are not signed and/or job is not confirmed, Other options have three possible actions:

- **Exit:**  - the SETCCE ePero®WebApp will be closed.
- **Delete:**  - the job with its documents will be deleted from ePero® database.
- **Show document:**  - selected document will be shown on a separate window.

## 4.4. Signing the document

The state of the document in a job can be checked in the field **3 –Document List**, which presents the properties of the document:



If the document needs to be signed, the main button is named "**Sign Document**", providing signing functionality:



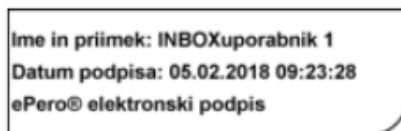
SIGN DOCUMENT

Signature could be performed also directly on the document by clicking the button:



, placed on the position, where the picture of the signature will appear.

By selecting previously described buttons the "Click2Sign" signature is performed (electronic seal of the document with qualified server certificate triggered by authenticated user). Information about the authenticated user is shown in the visualization of electronic seal:



The state of the job and documents can be checked in the fields **3-Document List** and **5-Job Information**.

### 4.4.1. Case 1 – job step is partially signed

If the current job step needs another signature, the button **Sign Document** is still active, the field **3-Document List** presents the document, which has to be signed in current step, for example:



#### 4.4.2. Case 2 – job step is completely signed

If in the current job step all required signatures are collected, the main button changes to **Exit** and the field **4-Job Information** presents the information of the next step, for example:

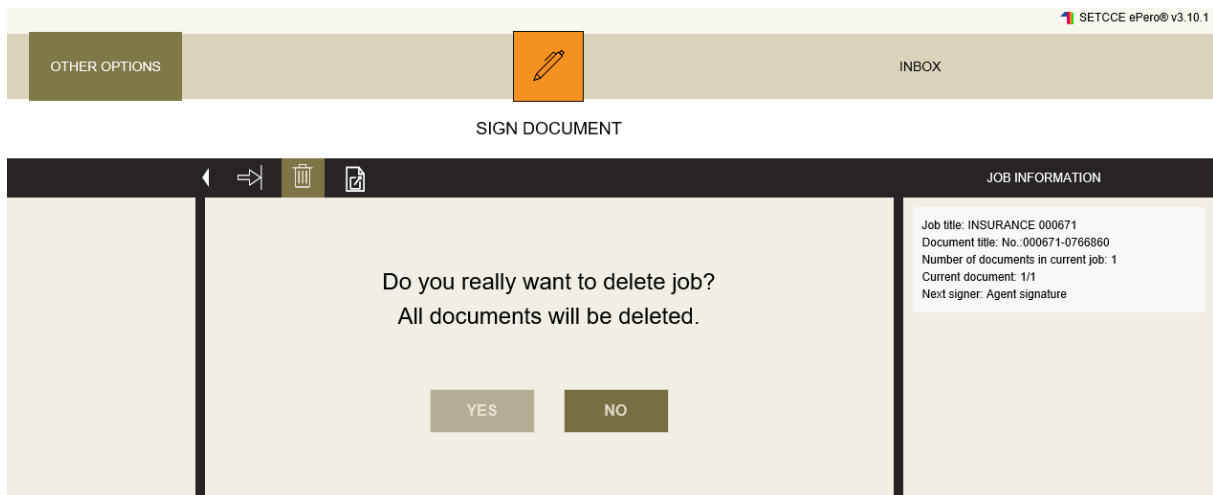


#### 4.4.3. Case 3 – job is completely signed

After all signatures have been collected in the last job step, the SETCCE ePero® web application is automatically closed.

### 4.5. Deleting the job

The action **Delete** is available in the case when at least one signature is missing in the current job step. In such a case, the main button presents action **Sign Document**. The action **Delete** is available under **OTHER OPTIONS**:



The user has to confirm if he/she agrees that by selecting action **Delete** all the documents in a job will be deleted.