

### SIGNELEC

Banque de France Product for Online Electronic Signature

### **eIDAS Qualified Electronic Signature**

#### User guide



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#### Contact points at the Banque de France

For any inquiries, please contact:

- <u>2116-STARTUP-UT@banque-france.fr</u> for any technical questions,
- <u>neucpmtn.issuers@banque-france.fr</u> for any functional questions.

#### Introduction

Banque de France offers an online electronic signature product to assist external organizations in electronically signing documents. This product takes the form of a website accessible on the Internet.

This product enables "qualified" eIDAS electronic signatures, which offer the highest level of security in terms of electronic signatures.

However, qualified level signing requires some prerequisites to be met – these are described in the following chapter "What are the prerequisites for signing electronically at the qualified eIDAS level?".

These prerequisites are essential and must be completed for the first time before any qualified level electronic signing.

# What are the prerequisites for signing electronically at the qualified eIDAS level ?

Please follow the steps described in the "Technical Prerequisites" document.

## How can I sign electronically once the prerequisites are met?

1. I receive an email in my inbox inviting me to sign electronically. Example:

codrivesign
Hello Sébastien LE YAR ,
You are a signatory of the document Information memorandum (5).pdf sent by Christophe Giraudineau for Banque de France NEU CP/NEU MTN.
This message was sent to you on behalf of Banque de France NEU CP/NEU MTN. To digitally sign the document, please click on the link below «Read and sign the document».
Read and sign the document
Best Regards,
The Oodrive Sign teams thank you for your trust in us.
The Oodrive Sign service
We respect your privacy. If you would prefer not to receive messages from us, <u>click here to unsubscribe</u> ,
#3101845. Information memorandum (5) pdf



**2.** By clicking the button in the email, the link containing the document to be signed opens via the web browser.

Read and sign the document

3. I check the box "I have read and accept the terms of the document" and then click the button.

		✓ I have read and accept the terms agreement	s of the	
		Sign		
2 arive	Signatures			Thursday 20 Jun 2024 09:35
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**4.** I verify that the USB key or smart card containing the electronic signature certificate is properly connected to my computer, then I click the "Open Application" button.

Note: If I have not met all the prerequisites, no application will open when I click "Open Application": I must then verify that the prerequisites in the chapter "What are the prerequisites for signing electronically at the qualified eIDAS level?" are met.

Verifying your identity	×
Do you have an electronic signature certificate or USB security key in your possession?	1
Do you have the two applications: Configuration of clef exe	
signature exe on your device	
This souvenir of my choice	
Open App	

If necessary, I click the "Open" button that appears in the pop-up window of my browser.

Note: To avoid displaying this pop-up window for future electronic signatures, you can check "Always allow...".

This site is trying to open OoSign.App.		
https://aac5f.ota.sign.oodrive.eu wants to open this application	on.	
Always allow aac5f.ota.sign.oodrive.eu to open links of this t	/pe in the ass	ociated app
	Open	Cancel

**5.** I have the option to view the document one last time before the electronic signing act. To do this, I click the "Open" button.

I click the "Open" button. Then I click the "Next" button.

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Documents à signer					
Nom du fichier	Emplacement				
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Authentification	Documents	Gertificats	4 Signature	
Choisir un certificat				Rafraîchir la liste
Certificat	Numéro de série Émetteur			
Christophe GIRAUDINEAU ID	2C1347A1E2BAC8C9A Certigna Identity Plus CA			Détails
		Annuler	Précédent	Signer

#### 6. If I agree to sign the document electronically, I click the "Sign" button.

**7.** A pop-up window opens to enter the PIN code of my USB key or smart card. Once the code is entered, I click the "OK" button.

Note: If the PIN code entry window does not appear, I check that it is not opened in the background of the application.

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	Sécurité Windows		×		
Entrope dis vision	Carte à puce Entrez votre code confidentiel.				Terminer
Information marked « because Fi	Cliquez pour plus d'int	formations.			
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#### Warning, the number of PIN code entry attempts is limited to 3.

Sécurité Windows				
Carte à puce				
Entrez votre code confidentiel.				
Cliquez pour plus d'informations.				
Un code PIN incorrect a été prése tentatives restantes	enté à la carte à puce : 3			
ОК	Annuler			

**8.** In less than 5 seconds, the document is electronically signed.

I can click the "Finish" button.

• oodrive_sign oodrive_sign				- □ × () @ ()
Authentification	Documents	Certificats	Signature	
	Term	ninée		
	3 minute(s) 4	43 seconde(s)		

**9.** I return to my browser: I have confirmation that the document has been successfully signed. I can also download my signed document.



**10.** An email is also sent to the signer to allow them to download the electronically signed document.

Codrive sign Bonjour Christophe Giraudineau,
L'unique signataire vient de signer le contrat Information memorandum (5).pdf. Le contrat doit à présent être validé par Banque de France NEU CP/NEU MTN pour être contre-signé. Gérer le contrat
Cordialement,
Banque de France, Service des Titres de Créances Négociables.
Le service Oodrive Sign
#9101574 : Information memorandum (3) pdf