

Digital approval of agreements - Signing desk



How to sign documents in Netbank

This folder provides a guide to signing documents digitally in Netbank, in the digital signature desk.

If you have any questions, you are naturally welcome to contact your branch.

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Your digital signing desk in Netbank

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e-Boks

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Pension and insurance

Access and security

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Important message

Signing desk

Agreements are awaiting your approval

Log into Netbank as normal, and you will see the message that you have agreements for approval.

Click on the link to view the agreements sent to you for approval.

If you do not have time to approve your agreements immediately, you can always find the agreements under "Signing desk" in the menu.

What must you do with your agreements?

Handelsbanken

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Signing desk

[Approve agreements](#) My approved agreements Approved agreements on behalf of other

[1. New agreements](#) [2. View agreement](#)

Select the agreement you wish to approve and click 'Next' to go to step 2. View agreement.

Agreements	Forwarded to you
For you personally	
<input checked="" type="radio"/> Agreement	13.05.2019

[Next](#)

Under the "Approve agreements" tab you can see which agreements have been sent to you for approval.

You will see a cover letter from your adviser and your agreements for approval.

Click on the document name to read the agreement.

Click on "Next".

What must you do with your agreements?

Handelsbanken

Click on the link to view and review the agreement documents.

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Signing desk

Review the agreement documents at our external signing partner

Click on the link below to open a new window in which you can browse and approve your agreement documents at our external signing partner.

[Click here to view the agreement documents](#)

 Print  Log off

Page loaded 13.05.2019 13.53.51

What must you do with your agreements?

The screenshot shows a web application interface for document management. At the top, there are several document thumbnails with titles: "Kundeforhold Aftale om kundefor...", "Kundeforhold, Almindelige forretni...", "Kundeforhold, Generelle regler for ...", "Kundeforhold, Prislister - betalingsk...", and "Kundeforhold, Gebyr...". A blue callout box on the right says "Click on the first agreement document." Below this, a modal window is open with a "Close X" button in the top right corner. The modal contains a message from "Handelsbanken" and a list of five documents to be read. The first document, "Aftale om kundeforhold", is highlighted with a red square. A blue button at the bottom of the modal says "Go to Aftale om kundeforhold".

Click on the first agreement document.






Close X

Hi

As agreed, I hereby send the agreements that you must sign.

If you have any questions, please do not hesitate to contact me.

Best regards
Handelsbanken

-  **Aftale om kundeforhold**
Not finished: Read document
-  **Almindelige forretningsbestemmelser for privatkunder (forbrugere) - 2018.01.01**
Not finished: Read document
-  **Generelle regler for fjernsalg - 2016.07.01**
Not finished: Read document
-  **Prislister - betalingskonto 2018.12.20**
Not finished: Read document
-  **Gebyroplysningsdokument Privatopsparing mfl. - 2018.12.20**
Not finished: Read document

[Go to Aftale om kundeforhold](#)

What must you do with your agreements?

When you have read the document, click on the arrow to the right to view the next document.

Handelsbanken

Aftale om kundeforhold Side 1 af 8

Parter

Kunde

CPR-nr.

Pengeinstitut
Handelsbanken

Indhold

Konti Kontonr.	Kontoart	Medkontohaver CPR-nr./Navn	Flere medkontoh. =*
	Prioritetslån - Handelsbanken Kred		
	Prioritetslån - Handelsbanken Kred		
	Privatkonto		
	Privatkonto		
	Privatkonto		
	Privatkonto		
	Privatkonto		
	Privatkonto		
	Privatkonto		
	Valutakonto		
	Personallån		
	Handelsbanken Gold		

er Nemkonto

Kopi af forevist legitimation
* EU-Kørelort

Next document >

What must you do with your agreements?

The screenshot shows a document signing interface. At the top, there are five document thumbnails, each with a green checkmark and a document icon. The titles of these documents are: "Kundeforhold, 2903741883", "Kundeforhold, Almindelige forretningsbest...", "Kundeforhold, Generelle regler for fjernsal...", "Kundeforhold, Prislister - betalingskonto 20...", and "Kundeforhold, Gebyroplys...".

In the center, a white dialog box with a "Close X" button in the top right corner is displayed. The dialog box contains the following text and elements:

- You have read the following documents**
- Four document thumbnails, each with a green checkmark and a document icon. The titles are: "Kundeforhold, Almindelige forretningsbestemmel...", "Kundeforhold, Generelle regler for fjernsalg - 2016...", "Kundeforhold, Prislister - betalingskonto 2018.12.20", and "Kundeforhold, Gebyroplysningsdokument Privatop...".
- Document to be signed**
- A document thumbnail with a document icon and the title "Kundeforhold, Aftale om kundeforhold".
- A checkbox with a blue checkmark, followed by the text: "I have read and understood the contents of the presented document and I am ready to sign".
- A blue button labeled "Sign document".

On the right side of the interface, there is a blue box with a white signature icon and the text "Sign documents".

At the bottom of the interface, there are navigation controls: a plus sign, a minus sign, "Page 1 of 2", and a download icon. The text "POWERED BY SIGNICAT" is visible in the bottom right corner.

When you have read all the agreement documents, tick the field: "I have read and understood the content of the document presented, and I am ready to sign."
Then click on "Sign document".

How to approve your agreements digitally

Approve the agreements with your NemID.

Close X

NEM ID ? | X

I hereby confirm that I have read and accept the full content of all documents listed below

- As Customer: Aftale om kunde forhold

If one or more documents cannot be accepted in full you should not continue but instead contact Handelsbanken.

User ID

Password [Forgot password?](#)

[Print document](#)

[Display document](#)

POWERED BY SIGNICAT

Page 1 of 2

POWERED BY SIGNICAT

Acknowledgement of your approved agreements

Receipt

You have now signed the document(s). Please close this window

You will receive an acknowledgement that your agreements have now been approved.

You can get an overview of your approved agreements under the "My approved agreements" tab, or you can return to the account overview – or use other functions.









How to find your approved agreements

Handelsbanken

- My overviews
- Accounts and entries
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Signing desk

Approve agreements **My approved agreements** Approved agreements on behalf of others

Agreements
Kundeforhold,
 Aftale om kundeforhold
 Almindelige forretningsbestemmelser for privatkunder (forbrugere) - 2018.01.01
 Generelle regler for fjernsalg - 2016.07.01
 Prisliste - betalingskonto 2018.12.20
 Gebyroplysningsdokument Privatopsparing mfl. - 2018.12.20
Kundeforhold,
 Aftale om kundeforhold
 Almindelige forretningsbestemmelser for privatkunder (forbrugere) - 2018.01.01
 Generelle regler for fjernsalg - 2016.07.01

You can always find your approved agreements under the "My approved agreements" tab, under "Signing desk" in the menu.

Click on the document name to read your agreements.

Click on the date/time to view your approval data.

Your agreements can e.g. be saved to a drive on your computer. If required, you can also download or print your agreements.

