

Quick Reference Guide – Electronic Signatures at Mid Sweden University

This guide describes how electronic signatures are used and verified at Mid Sweden University.

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When a document has been electronically signed

1. Do not modify the document.

Do not edit or convert a document after it has been signed. Doing so will invalidate the signature.

Documents that are to be signed should normally be saved in **PDF/A format (for example PDF/A-2b)** prior to signing. Any conversion to PDF/A should therefore be completed **before signing**, not afterwards.

2. Do not print and scan an electronically signed document.

If an electronically signed document is printed and scanned, the electronic signature and the possibility of verifying it are lost. A scanned paper copy does not replace the electronically signed original.

3. Do not use a scanned signature.

An image of a handwritten signature is not considered an electronic signature.

Quick Guide

Which signing service should I use?

Situation	Service
Internal decisions or documents	EduSign
Documents that require signatures from external parties	EduSign or Scrive
Procurement contracts	e-Avrop (e-Agreement)

All employees have access to EduSign.

Scrive is primarily used for agreements and other documents that require external signatures and a higher evidential value.

When does a signature need to be verified?

Situation	Verification required
All signatories are employees of Mid Sweden University	No
One or more external signatories have signed	Yes
Document signed in Scrive	Yes
Document signed in Scrive	Yes
Another signing service	Yes

Verification should be performed once signing has been completed or when the document is received.

How do I verify a signature?

Verifying an electronic signature means checking that the signature is valid and that the document has not been altered after signing.

Always open documents in Adobe Acrobat Reader or Adobe Acrobat Pro. Web browsers often do not display signature information correctly.

EduSign

If all signatories are internal to Mid Sweden University

No additional verification is required.

If needed, you may check that the document contains a Signature page (usually at the end of the document) showing:

- the signatories
- the date and time of signing.

If an external party has signed

1. Go to the EduSign validator: <https://validator.edusign.sunet.se/>
2. Select Browse/Bläddra.
3. Locate the document and select Open.
4. Select Validate signatures/Validera underskrifter.
5. Verify that the status shows All signatures are valid/Alla underskrifter är giltiga.

Once verification has been completed, the document must be handled and preserved unchanged according to the procedures that apply to the relevant type of record. If the document is to be registered, send it to

registrator@miun.se. It may also be appropriate to indicate that signature verification has been completed.

Scrive

Scrive documents contain a certificate page and embedded verification files.

Verify the document

1. Open the document in Adobe Acrobat Reader or Adobe Acrobat Pro.
2. Check that the document contains a page titled **Certificate** (or equivalent).
3. Verify that the following information is included:
 - document title
 - signatories
 - date and time of signing.
4. Check that the document contains attached verification files (hidden attachments). These can be accessed through the Attachments panel (paperclip icon ) in Adobe Acrobat.

These attachments form part of the signature and **must not be removed or altered**.

Once verification has been completed, the document must be handled and preserved unchanged according to the procedures that apply to the relevant type of record. If the document is to be registered, send it to registrator@miun.se. It may also be appropriate to indicate that signature verification has been completed.

e-Avrop (e-Agreement)

Documents signed in e-Avrop contain a certificate page with signing information.

Verify the document

1. Open the document in Adobe Acrobat Reader or Adobe Acrobat Pro.
2. Check that the document contains a page titled **Certificate** (or equivalent).

3. Verify that the following information is included:

- signatories
- date and time of signing
- BankID identification
- log of signing events.

4. Check that the document contains attached verification files (hidden attachments). These can be accessed through the **Attachments** panel (paperclip icon) in Adobe Acrobat.

These files form part of the signature and **must not be removed or altered**.

Documents signed in e-Avrop must be handled and preserved according to the procedures governing procurement records.

If a signature is not valid or the result is unclear

If verification shows that one or more signatures are invalid, or if the result is unclear, do not modify or convert the document.

Contact the Registrar's Office for assistance with assessment and further handling: registrator@miun.se.

If the document was signed using another service

The University may receive documents that have been signed using services other than EduSign, Scrive or e-Avrop, for example by other public authorities or external partners.

Such signatures must also be verified to ensure that:

- it is possible to identify who signed the document,
- the date and time of signing are available,
- the document has not been altered after signing.

As different signing services work in different ways, Mid Sweden University cannot provide general instructions for how verification should be performed in these cases.

If you are unsure how to verify the signature, contact the Registrar's Office: registrator@miun.se. The Registrar's Office can assist with assessment, verification and further handling of the document.