# Sign with the itsme -app on your smartphone

Before the contract is sent

As soon as the contract signature is considered, the new hire or the employee should make sure he will be able to sign it using his eID and PIN or Itsme application.

How to sign your contract/addendum

1 You will receive an email from «HR bpost» (HR bpost <adobesign@adobesign.com>) requesting you sign the contract (or addendum) using Adobe Acrobat Sign.

2 To open the document, click «**Vérifier et signer**» in this email. Read the document carefully and follow the steps until you get to the zone reserved for the signature.

3 After clicking on

Cliquer pour signer numériquement
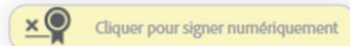
you have to choose how you are going to digitally sign the document. **Once you have selected an option you cannot change your mind**.

4 To sign using itsme, select «**Signature dans le Cloud**». Note: there is a two-step process: first you **confirm your identity**, then you **sign**.
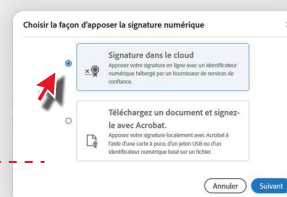
A Confirm your identity

B Sign

5 After you sign, Adobe Sign will confirm on the «**Vous avez terminé de signer...**» page.

6 You will receive a confirmation email when the contract has been signed by both parties (bpost and you) with two attachments (the signed contract and audit document).

7 The signed contract will also be available in bpost4me as soon as both parties have signed it.

8 If you have any problems or encounter an issue when signing digitally, you should contact your HR manager/Personnel officer/team leader.

9 If you would like more information, you can access the guide at **H2R - Digitalisation Contrats - Comment signer.pdf**

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