

Sign with eID + PIN

Before the contract is sent

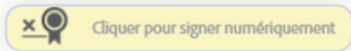
As soon as the contract signature is considered, the new hire or the employee should make sure he will be able to sign it using his eID and PIN or Itsme application.



If you need to reset your PIN, it can take several days.

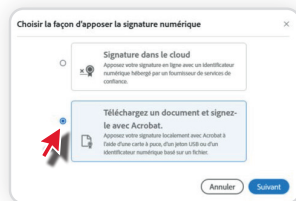
How to sign your contract/addendum

- 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 You need your eID, your PIN, an eID card reader and a computer.
- 3 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.
- 4 After clicking on

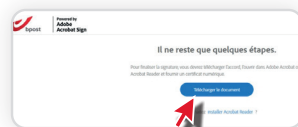


you have to choose how you are going to digitally sign the document. Once you have selected an option you cannot change your mind.

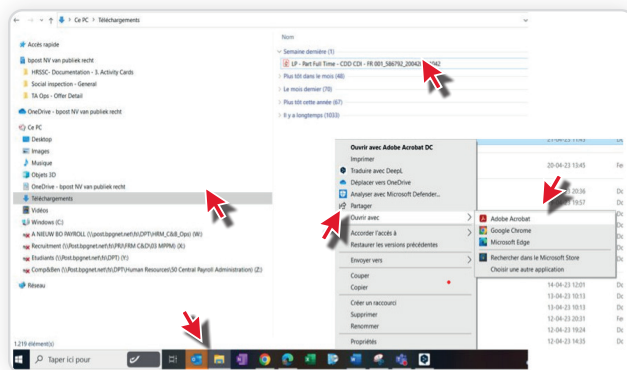
- 5 To sign with your eID and PIN, select «Téléchargez un document et signez-le avec Acrobat».



- 6 Follow the steps through to the «Il ne reste que quelques étapes» screen. Click «Télécharger le document».



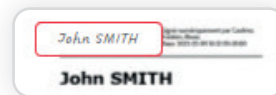
- 7 The document will be saved to your «Downloads» folder. You must open it with Adobe Acrobat Reader.



- 8 Insert your eID in the relevant slot in your computer or in the card reader connected to your computer by USB.
- 9 Click the signature field in the document. In the next window select the entry with your name followed by the word «(Signature)». If you cannot find this entry in the list, check that your eID is correctly inserted in your computer or USB card reader.



- 10 Follow the steps and enter your PIN.
- 11 Provided your PIN is correct the digital signature will be displayed:



The following message – «Vous avez signé numériquement» – confirms that you have signed the document digitally. And on the next screen you can read that the process has been completed: «Vous avez terminé de signer...».

- 12 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).
- 13 The signed contract will also be available in bpost4me as soon as both parties have signed it.
- 14 If you have any problems or encounter an issue when signing digitally, you should contact your HR manager/Personnel officer/team leader.
- 15 If you would like more information, you can access the guide at [H2R - Digitalisation Contrats - Comment signer.pdf](#)