

**auftrag.at**

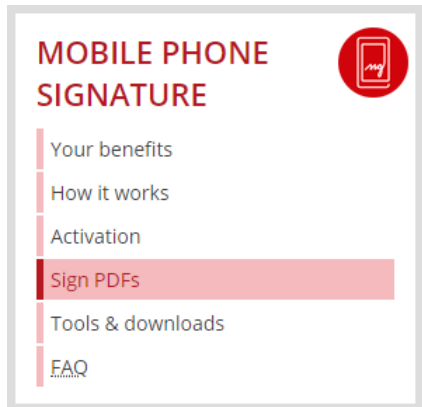
# Sign Electronically Using a Mobile Phone Signature

As of March 2018

## Signing

For Example on: [www.buergerkarte.at](http://www.buergerkarte.at) (without the App)

- I. Click “Sign PDFs” in the menu bar “Mobile Phone Signature” on your left.



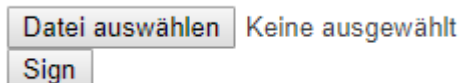
- II. Then choose “PrimeSign” and click “Sign now”.



- Position signatures
- Mobile Phone Signature and various smart cards
- Manage signature folders online
- Submit documents for signature via e-mail
- Find detailed information at: [www.prime-sign.com](http://www.prime-sign.com)

Sign now

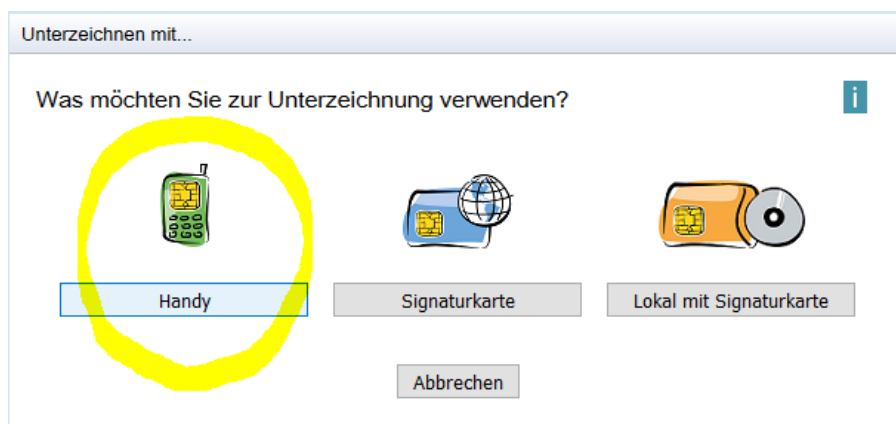
- III. Click “Datei auswählen” (Choose File) to select your tender cover sheet or request for participation. Then click “Sign”.



- IV. Please drag and drop the signature preview to a suitable position within the document and verify the position by clicking the checkmark.



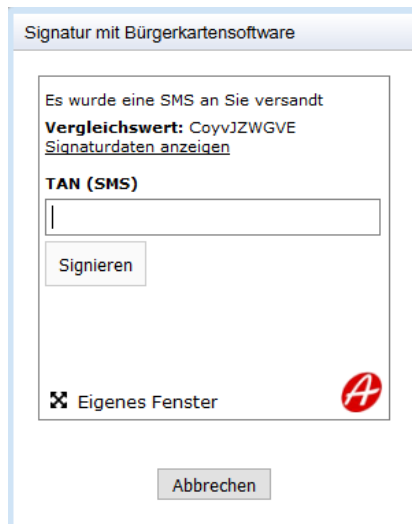
- V. Choose "Handy" (Mobile signature) to sign with your mobile phone.



- VI. Please insert your mobile phone number and your signature password. Then click "Identifizieren" (Identify to proceed).

- VII. In the next step, you will find an app recommendation. Click "**Weiter ohne App**" (Continue without app).

- VIII. You will now receive a message with a TAN Code. Please insert the TAN Code and then click „Signieren“ (Sign).



- IX. Click “Speichern” (Save) in the menu bar on your left to finalise the process.



Please save the file to your computer. The file name is changed automatically by adding the word “signiert” (signed) to it. You can now submit this file on [auftrag.at](http://auftrag.at).

If several persons are authorized to sign (e.g. group of bidders) drag and drop the signatures one by one (sign, save, forward) and then upload the document with every necessary signature on it.

Please make sure that your signature is valid.