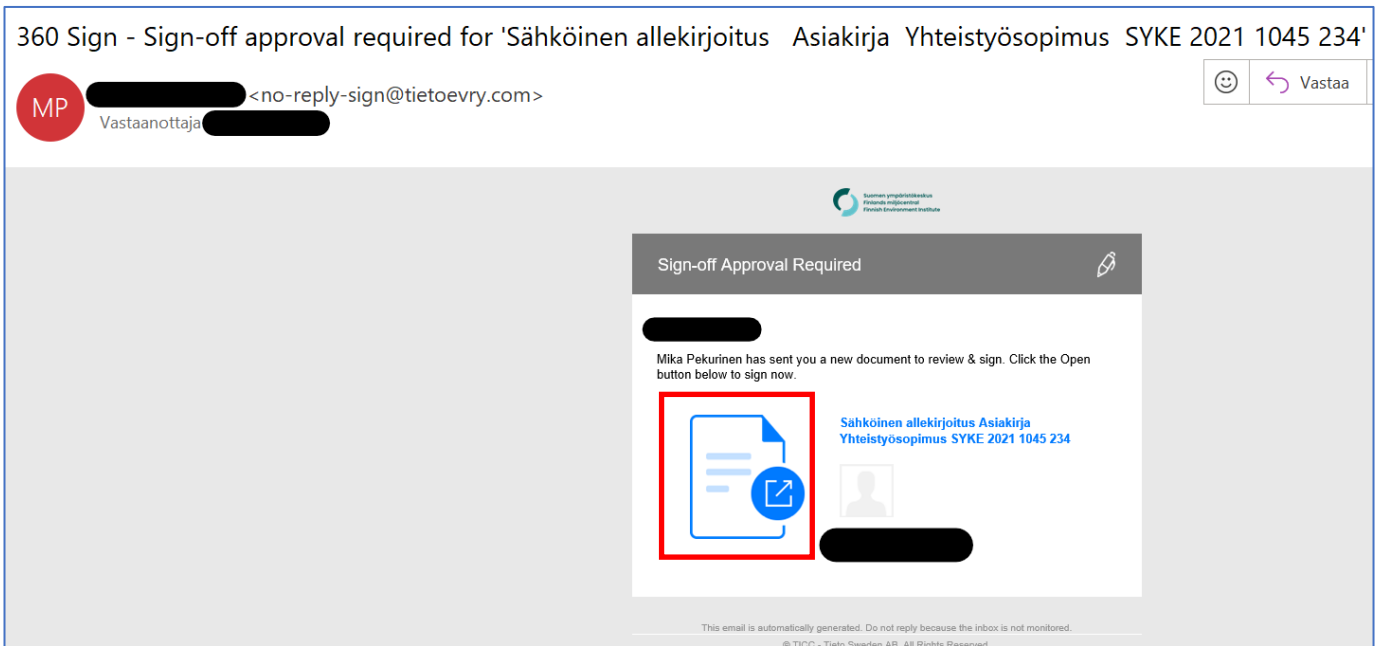


# Syke's signing service 360 Sign

## How to login into Syke's signing service 360 Sign

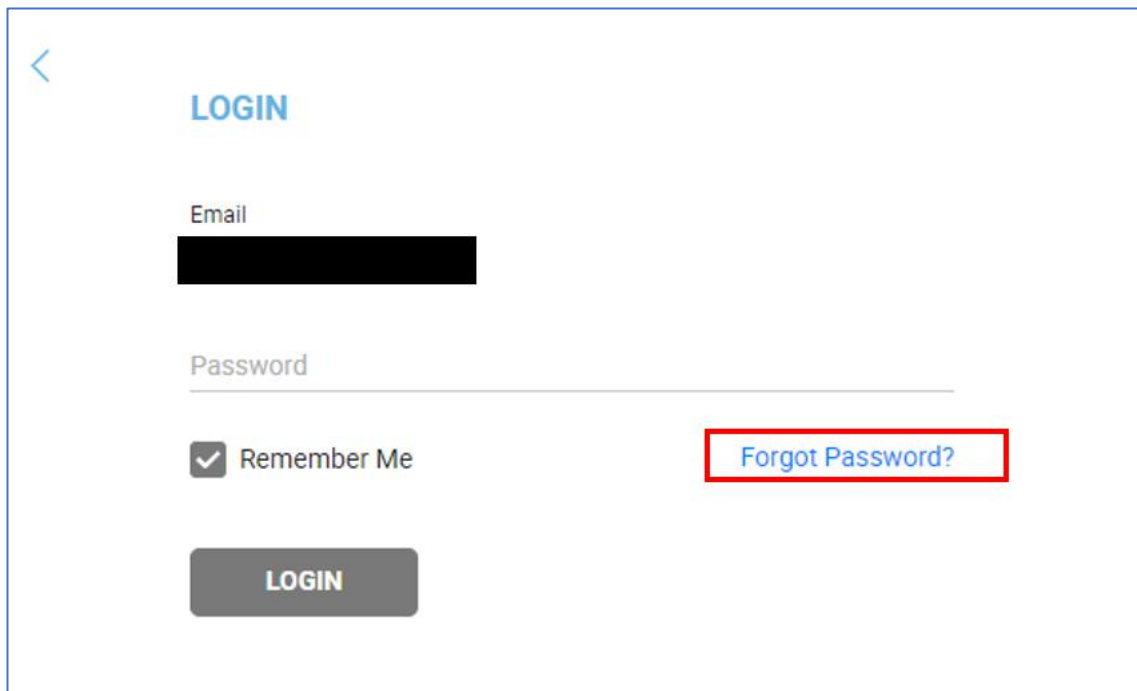
When someone asks you to sign document, you get an e-mail notification with a link to 360 Sign. **If you don't find signing request from incoming mails, please check your spam folder:**



Login with your e-mail address and choose **NEXT**:

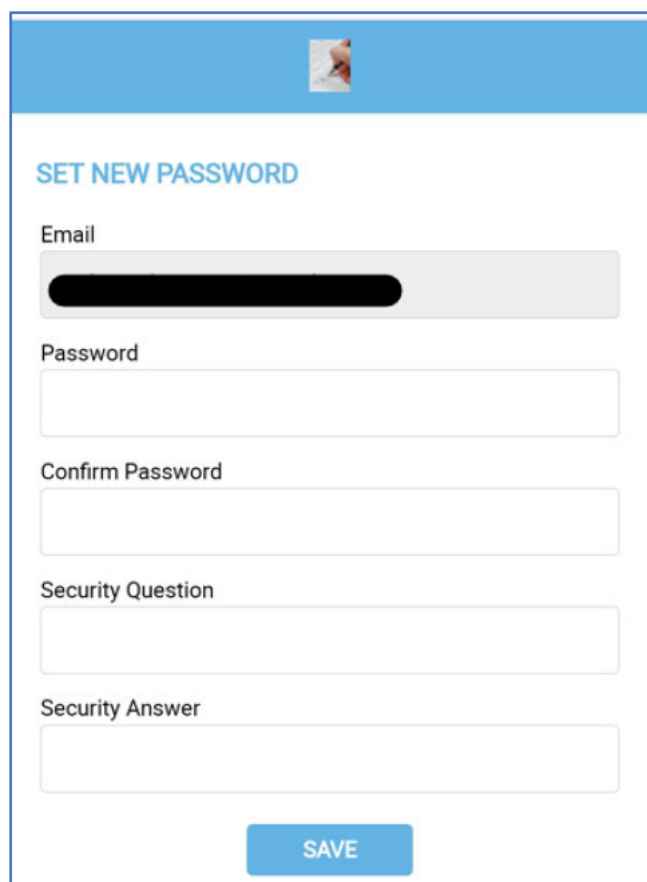
The screenshot shows the login page of the 360 Sign service. The word "LOGIN" is displayed in blue at the top. Below it is a text input field labeled "Email" with a red border. Underneath the input field is a checkbox labeled "Remember Me" which is checked. At the bottom of the form is a dark grey button labeled "NEXT".

When you login for the first time, choose **Forgot password** and set password as instructed in e-mail



The screenshot shows a mobile login interface. At the top left is a back arrow. The title 'LOGIN' is centered. Below it are two input fields: 'Email' (with a blacked-out value) and 'Password'. A 'Remember Me' checkbox is checked. To the right of the 'Remember Me' checkbox is a blue link 'Forgot Password?' enclosed in a red rectangular box. At the bottom is a grey 'LOGIN' button.

Set **password**, **security question** and **security answer** as instructed in e-mail:



The screenshot shows a mobile 'SET NEW PASSWORD' page. At the top is a blue header with a profile picture icon. The title 'SET NEW PASSWORD' is in blue. Below it are five input fields: 'Email' (with a blacked-out value), 'Password', 'Confirm Password', 'Security Question', and 'Security Answer'. At the bottom is a blue 'SAVE' button.

Verify login with SMS which 360 Sign sends to your mobile phone.

### ONE TIME PASSWORD

To login enter the OTP that has been sent by SMS to your registered mobile phone: \*\*\*\*\*

[Resend OTP](#)

If 360 Sign is shown in Finnish, you can change the language from the dashboard view. Enter dashboard by returning from signing request window and choose **Raporttinäkymä**:

The screenshot shows the top navigation bar with a back arrow icon highlighted in a red box. Below the navigation bar, there is a search bar with the text 'Sovita leveys'. The main content area features the SigningHub logo and the text 'The Most Secure Way to Sign' and 'Welcome to SigningHub!'. On the left side, there is a sidebar with a 'Welcome to SigningHub' message and a 'Welcome to SigningHub' button.

The screenshot shows the 'RAPORTTINÄKYMÄ' (Report View) section of the dashboard. The top navigation bar has 'RAPORTTINÄKYMÄ' highlighted in a red box. Below the navigation bar, there is a dashboard with four cards: '1 ODOTTAA', '0 KÄYNNISSÄ', '0 HYLÄTTY', and '34 VALMIS'. Below the dashboard, there is a 'UUSI TYÖNKULKU' button. The main content area is divided into three columns: 'PIKATOIMINNOT', 'ORGANISAATION TOIMINNOT', and 'ALLEKIRJOITUS'. The 'ALLEKIRJOITUS' column has a language selection dropdown menu open, showing options: English, Nederlands, Español (ES), Español (LA), Français, Deutsch, العربية, and Türkçe. The 'Finnish' option is highlighted in a red box. At the bottom right, there are links for 'Tietoja' and 'Käyttöehdot'.

## Signing document in 360 Sign

Read the document before signing. When you are ready to sign choose **Start**:

Sähköinen allekirjoitus Asiakirja Co operation agreement SYKE 2021 1045 233

DOCUMENTS (1)

Konsulttipalveluidenostosp... ^

**START**

Sopimus konsultti/asiiantuntijapalveluiden ostamisesta 1 (8)

**SOPIMUS**

**1. Sopijapuolet**

Suomen ympäristökeskus (Syke)  
Osoite Latokartanonkaari 11, 00790 Helsinki ja  
Y-tunnus 0996189-5

(jäljempänä Toimittaja)  
Osoite  
Y-tunnus/syntymäaika

Your signing field is shown yellow. Click your signing field:

Sähköinen allekirjoitus Asiakirja Co operation agreement SYKE 2021 1045 233

DOCUMENTS (1)

**NEXT: 1/1**

Suomen ympäristökeskus  
Finlands miljöcentral  
Finnish Environment Institute

Asiakirjan sähköinen allekirjoitus  
Elektronisk underteckning  
Electronic Signature

**Asiakirja: SYKE/2021/1045-233 Co-operation agreement**

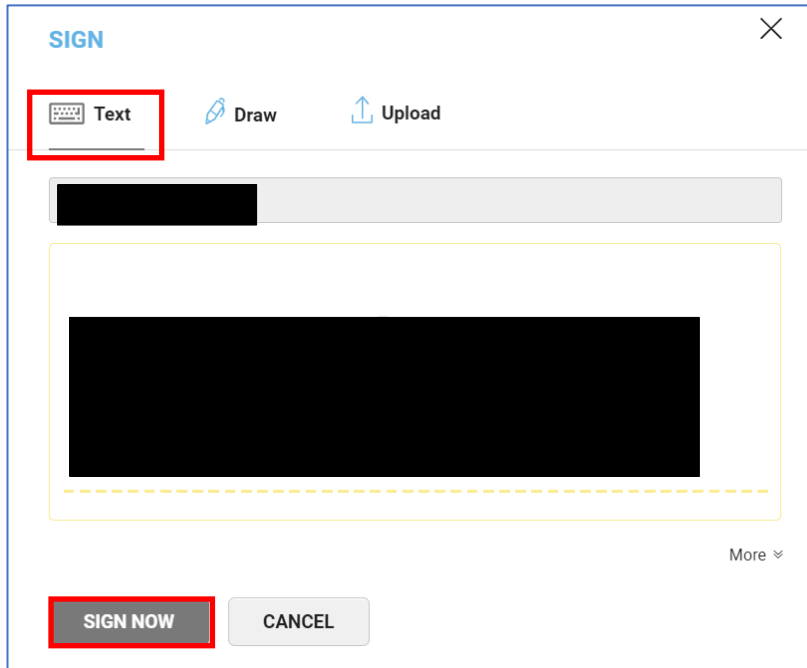
Seuraavat henkilöt (organisaationimen mukaisessa aakkosjärjestyksessä) ovat allekirjoittaneet tämän asiakirjan sähköisesti. / Följande personer (i bokstavsordning efter organisationens namn) har undertecknat detta dokument elektroniskt. / This document has been electronically signed by the following persons (in alphabetical order according to their organization's name):

[Redacted], Suomen ympäristökeskus, toimitilat ja kirjaamo

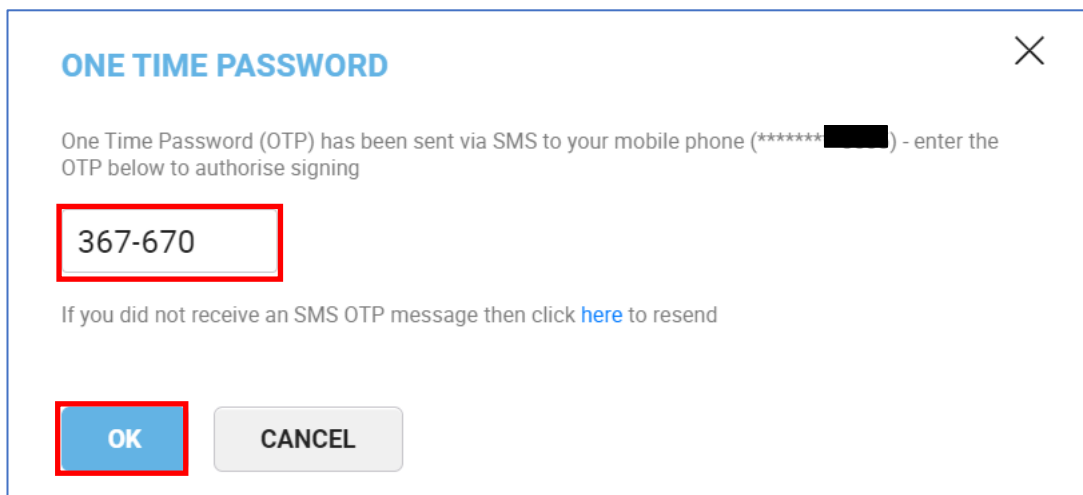
**Sign here**

Signature

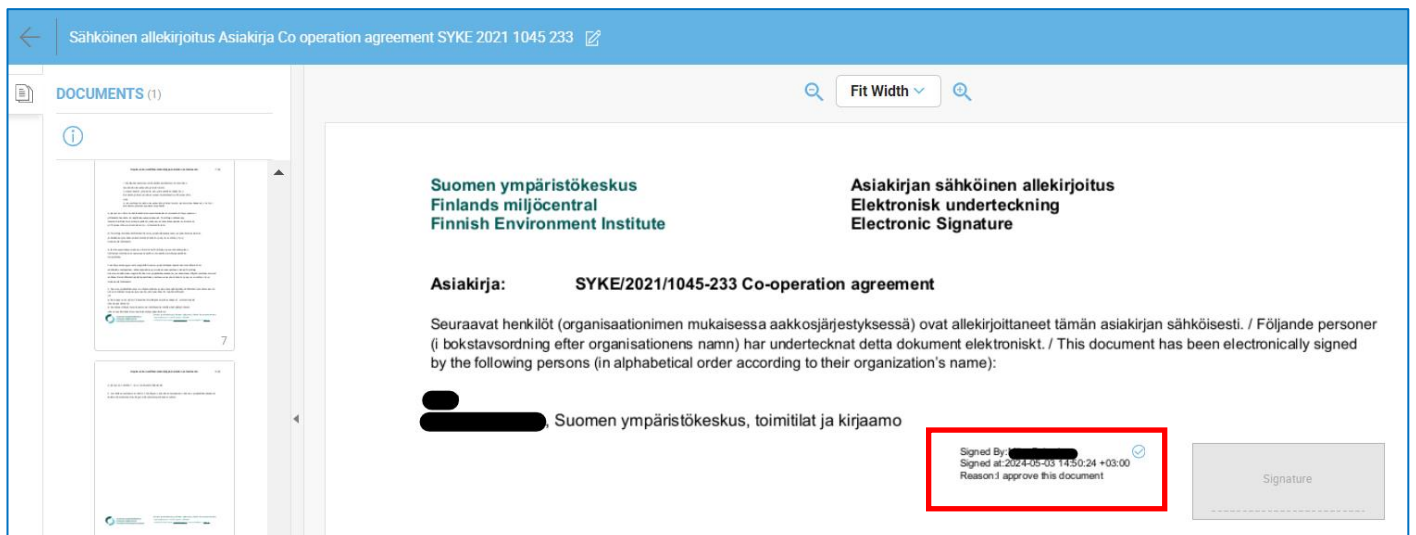
Choose **Text** and then **Sign now**:



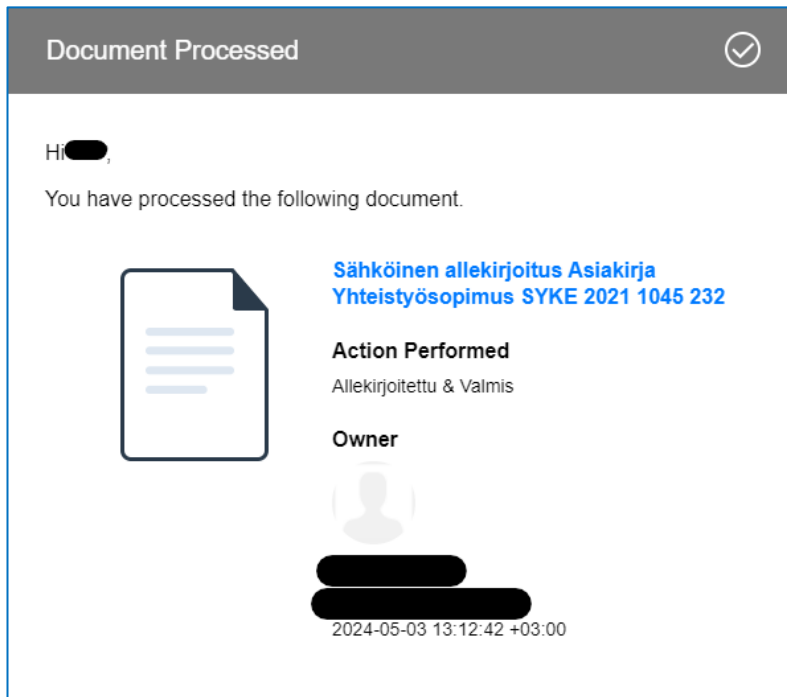
Fill in one-time password which is sent to your mobile phone as SMS and click **OK** to verify signing:



Signing page view after signing:

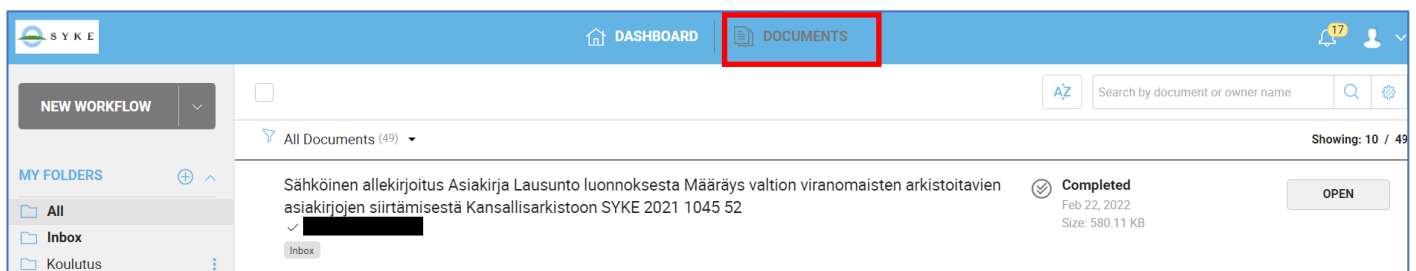
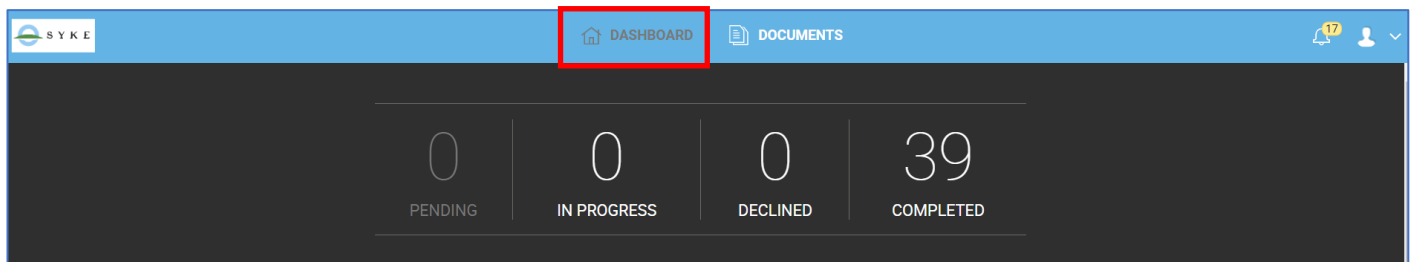


360 Sign sends you e-mail notification when you have signed the document:



## 360 Sign Dashboard

There are two pages on dashboard screen: **Dashboard** and **Documents**. On dashboard signing requests are arranged by their status, from documents you can watch all documents which have been sent to you for signing:



Signed documents can be downloaded from 360 Sign for 90 days.

[Privacy notice on processing personal data in 360 Sign \(in Finnish\)](#)