

# User guide: Sign document via eID + PIN



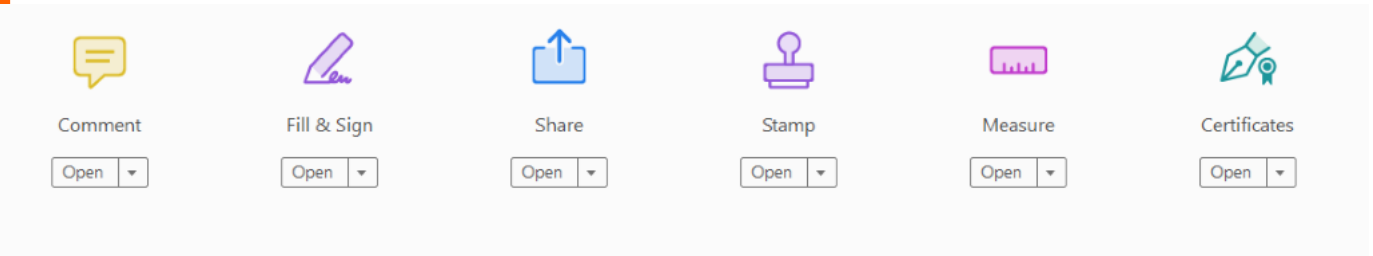
**Did you know ?** ING is easing your life by allowing you to sign your documents remotely in a secure and legal way. Before starting please bring your eID card, your 4-digits pin code and a card ID reader with you.

The e-ID viewer software needs to be installed on your system (<https://eid.belgium.be/en>)

If you have any questions or difficulties please contact our customer service at <https://www.ing.be/en/retail/contact>

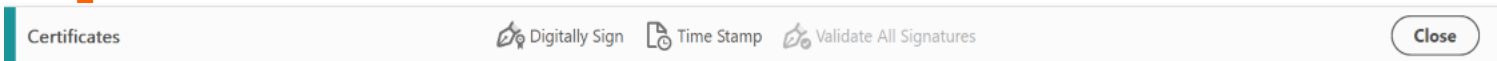
1

- Open the document you wish to sign with Adobe Acrobat Reader
- Select "Tools"
- Select "More Tools" on the right side of the document
- Select "Certificates"
- Select "Open"



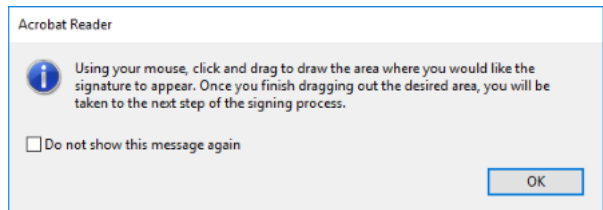
2

Select "Digitally Sign" at the top of the document



3

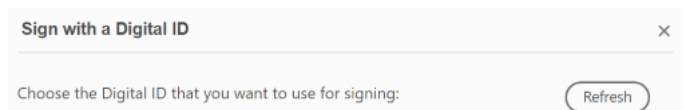
Select where you wish your signature to appear by dragging your cursor.



If Adobe request you to create a new digital ID, please make sure your e-ID viewer is correctly installed and you restarted your PC

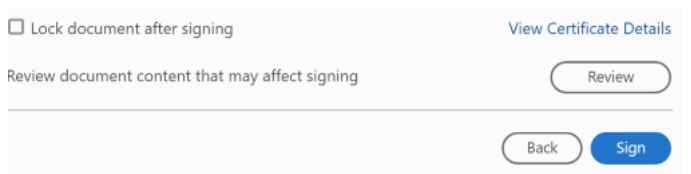
4

- Select a Digital ID meeting the legal requirement
- Select "Continue"



5

- Click on "Sign" after verifying that your signature is the correct one
- Save the document
- Encode your PIN code



6

Your document is now validly signed !

