

Digital signature with BDO

Your guide to processing signature packages online

The signature solution d.velop sign supports all signature types under the eIDAS Regulation — including the **qualified electronic signature**. The qualified electronic form fulfils the statutory written form under § 126 BGB and represents the electronic equivalent of a handwritten signature. It is used to ensure the **authenticity** and **integrity** of digital contracts and documents.

Security & data protection

Trust service provider

The signer's digital identity is verified by the cooperating trust service provider **D-Trust** (Deutsche Bundesdruckerei). A qualified signature certificate ensures that an electronic signature was indeed applied by the stated sender and has not been altered.

Privacy from Europe

Whether from employees, business partners or clients — an electronic signature is a highly personal asset that must always be handled and protected with care. For this reason, for electronic signatures we rely on a 100% European cloud partner, the **Open Telekom Cloud (OTC)**. The OTC operates on certified systems in Germany (Biere, Magdeburg) and the Netherlands (Amsterdam).

- ▶ European data sovereignty
- ▶ Compliance with regulatory requirements for regulated industries

[Learn more](#)

About us

With over 3,350 employees in 28 offices, BDO is one of the leading companies for auditing and audit-related services, tax consulting and commercial law advice, as well as advisory services in Germany. BDO AG Wirtschaftsprüfungsgesellschaft is the founding member of BDO International (established in 1963). With almost 95,000 employees across 169 countries, it is currently the only globally active auditing and consulting organisation with European roots.

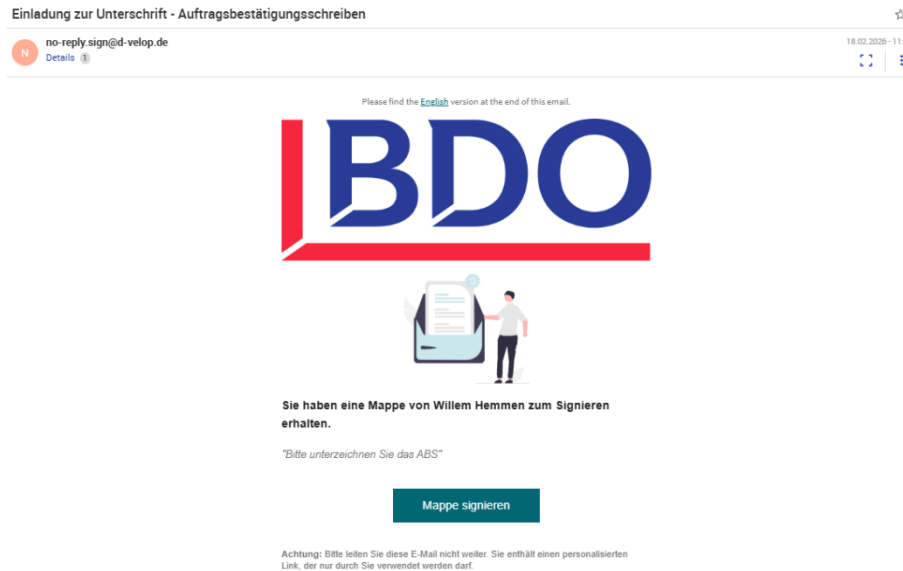
www.bdo.de

Contact us!

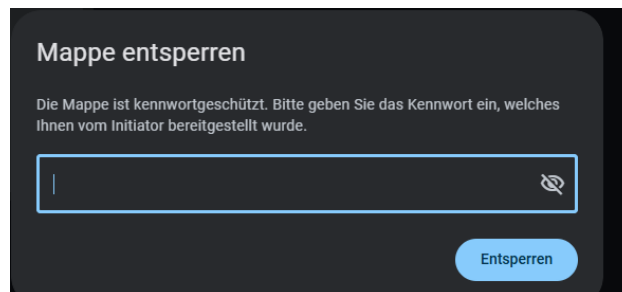
BDO AG Wirtschaftsprüfungsgesellschaft
Fuhrentwiete 12
20355 Hamburg
Telefon: +49 40 30293-0

How can I sign a received document?

As a recipient of a document to be signed, you will receive an email notification from us from no-reply.sign@d-velop.de:



The English version is at the end of the mail. Open the received email and click "Sign envelope" to sign the package. You will gain access to the document and can start the signing process from virtually any internet-enabled device. If a password has been set, first "Unlock" ("Entsperren") the document:



In the overview you will see the documents to be signed; click "Next" („Weiter“):

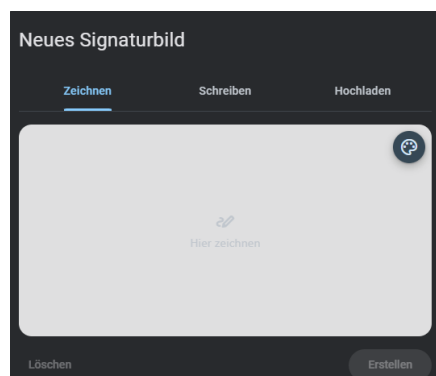


You will then be prompted to register and verify yourself (**first-time use**) with sign-me (the D-Trust identification service) or to link your existing account (**if you already have one**). [You can find instructions for first-time registration here.](#)



The screenshot shows a dark-themed registration window titled 'sign-me'. The main heading is 'Neues sign-me-Benutzerkonto erstellen' with the subtitle 'Ihre Daten laut Ausweis'. There are three input fields: 'Vorname*' (highlighted with a red border), 'Nachname*', and 'E-Mail'. Below the fields is a blue button labeled 'Benutzerkonto bei sign-me erstellen'. A link 'Benutzerkonto verknüpfen' is provided for existing users. An information icon and text state: 'Das Benutzerkonto wird jetzt eingerichtet und Sie werden auf die Seite von sign-me weitergeleitet. Führen Sie dort alle weiteren Eingaben durch.' A small lock icon and text at the bottom indicate: 'Ihre Daten werden sicher verschlüsselt per SSL übertragen.'

On the right under Documents, select the document you want to sign. Click "Sign document". Then add a "New signature image": draw your signature, type it using the keyboard function, or upload an image of your signature:



The screenshot shows a dark-themed interface titled 'Neues Signaturbild'. It has three tabs: 'Zeichnen' (selected), 'Schreiben', and 'Hochladen'. The main area is a light gray canvas with a pen icon and the text 'Hier zeichnen'. At the bottom, there are 'Löschen' and 'Erstellen' buttons.

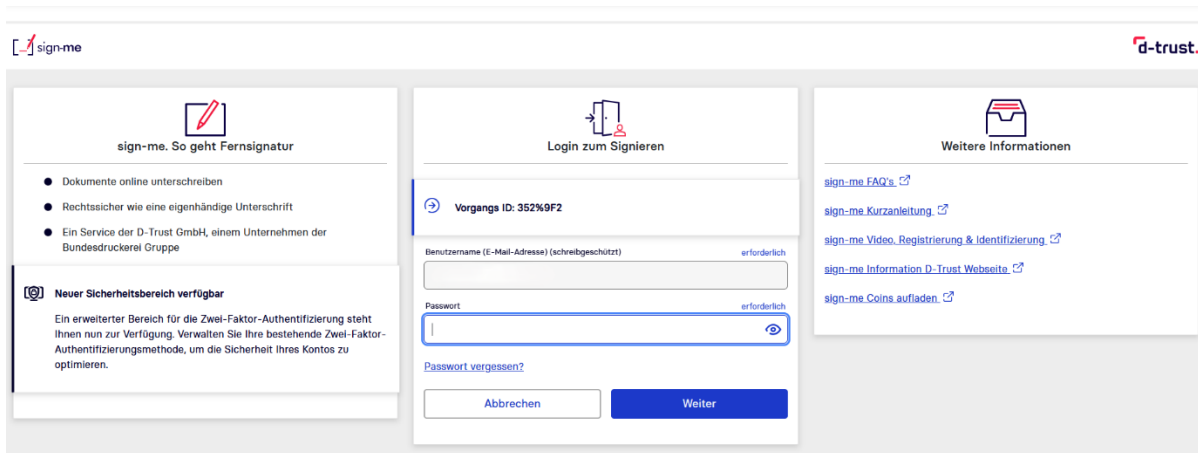
Choose "Create" and your signature will be inserted into the designated field:

Mit freundlichen Grüßen

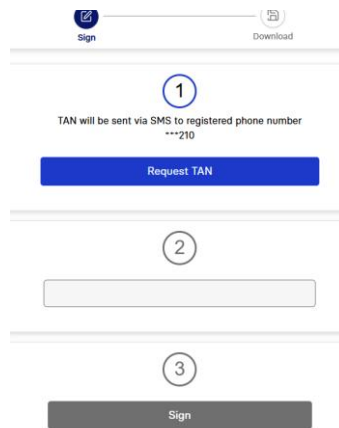
(Unterschrift des Mandanten - Unterzeichnung durch Mitglieder des jeweiligen Geschäftsführungsorgans in vertretungsberechtigter Anzahl erforderlich)

By clicking "Another signature image" you can repeat the signing action within the same document if multiple signature fields exist. Using the arrow for the respective signature field you can delete, edit or switch between up to five signatures.

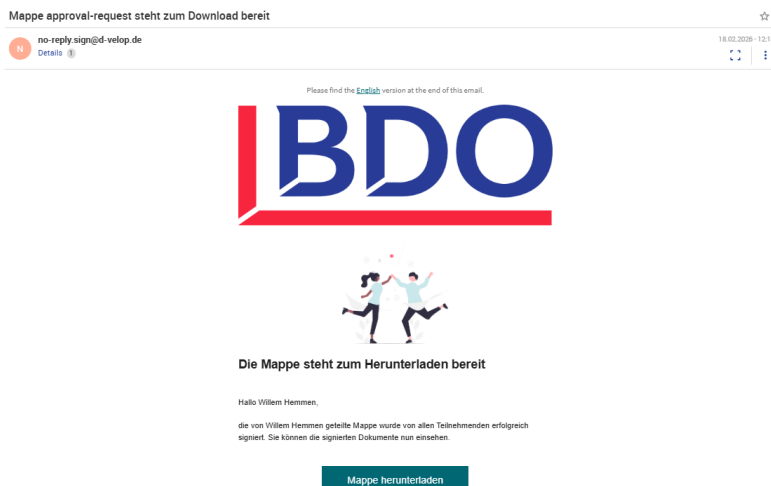
Repeat the steps for each document in the package. Once you are finished, complete the process by clicking "Finish". You will then be forwarded to the trust service provider **D-Trust** and must log in:



After logging in, a TAN will be sent to you after one click and you can sign the document:



For finally signed documents, both the sender and you will receive an email notification and access. The document can then be archived or stored:



What should I do if I am not the correct person to sign?

You can decline the document by clicking the "Decline" button under "Sign now". If you decline, access rights are revoked and the document can no longer be signed. The person who declines can provide a justification in a designated text field so that the initiating person can understand the reason for the declination.

The initiating person will be automatically informed of the declination of the signature request by email.

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