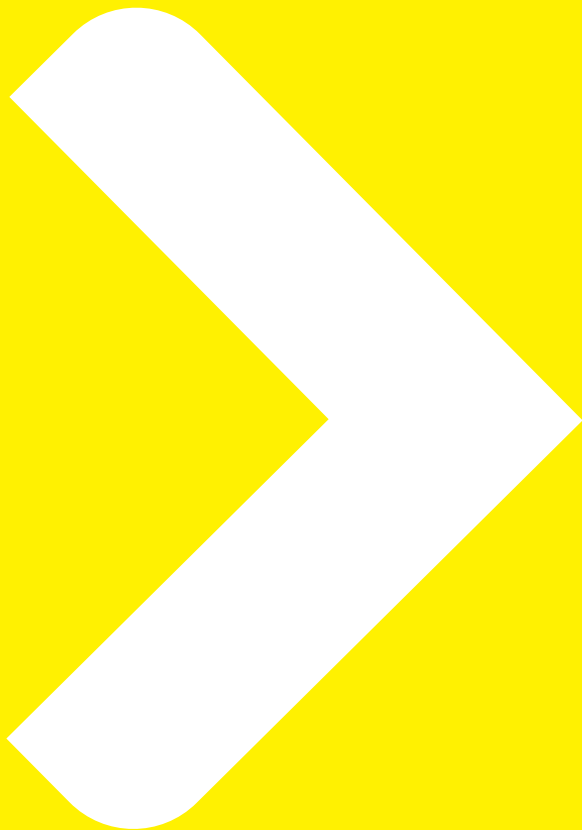


## **User Manual**

### **Internet Banking**

**Signing a PDF using  
a Digital certificate**



## Signing a PDF using a Digital certificate

If you hold a digital certificate from **První certifikační autorita a.s.** or a certificate issued by the **Czech Post – PostSignum**, it can be used to sign electronically submitted applications.

**TIP:** *We do not accept applications signed with an electronic signature without a certificate or a signature issued by a different certification authority. Documents signed in such a manner will be rejected.*

### Attaching an electronic signature:

Open the downloaded Application PDF from Internet banking. At the end of the document there is a **gray box** for placing your signature. Please do not exceed the box.



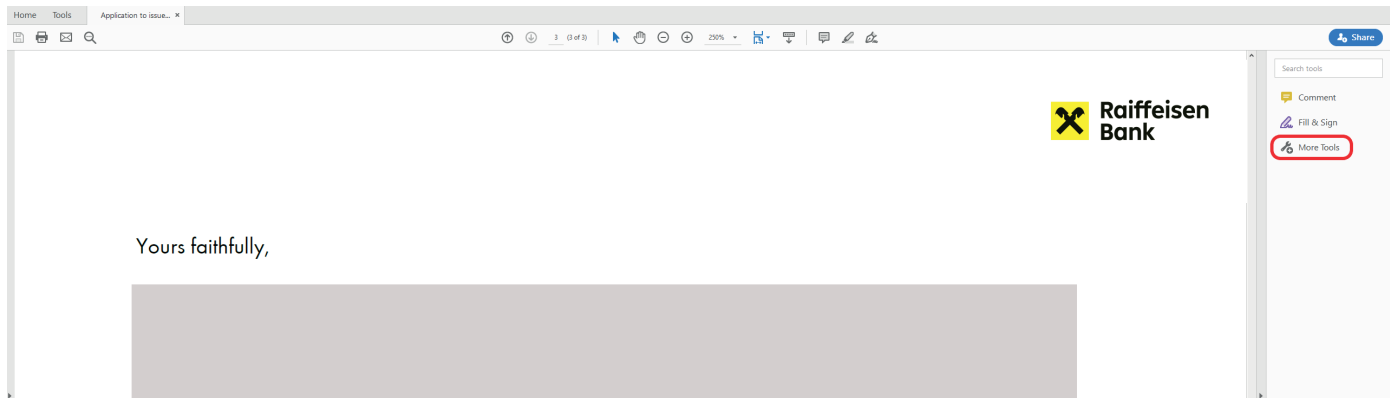
Yours faithfully,



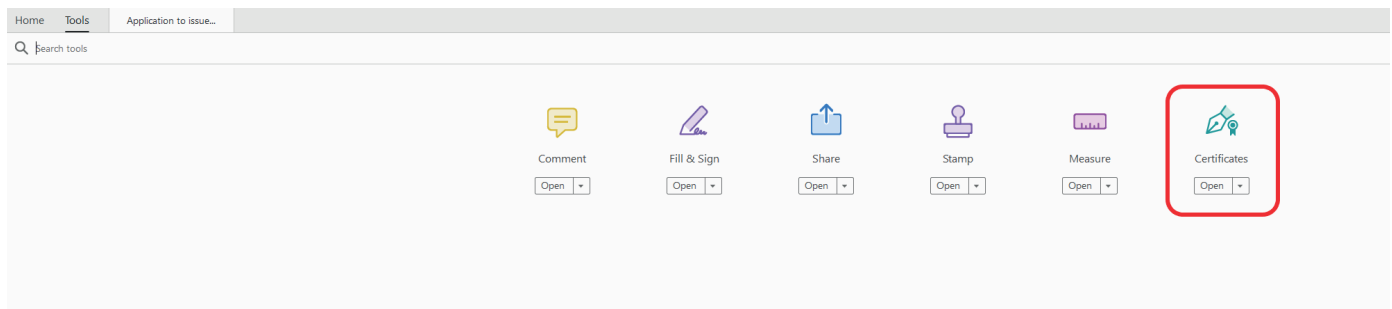
#### **Bank Guarantee Issuance Request**

Raiffeisenbank a.s. hereby accepts the Bank Guarantee Issuance Request dated \_\_\_\_\_ and agrees to issue an irrevocable bank guarantee under the terms and conditions of the relevant Bank Guarantee Issuance Request.

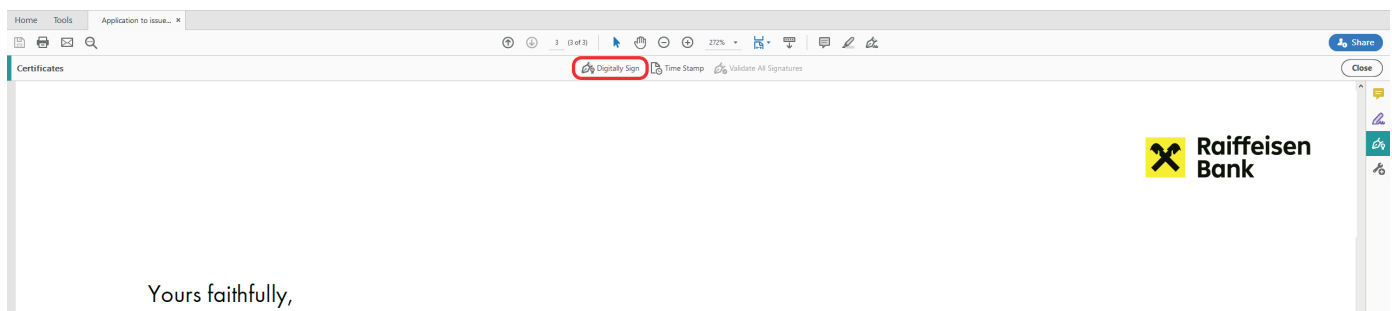
On the right side of the PDF, find **More tools**.



Press and choose **Certificates** from the options shown.



**Digitally Sign** is one of the options that appear at the top of the screen.




Hold down the left mouse button and use the cursor in the document to indicate the location in the gray box where you want to insert the signature.

If you have more certificates, a list will be displayed. Select PostSignum or your certificate from První certifikační autorita. The bank does not accept other types of signatures.

### Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

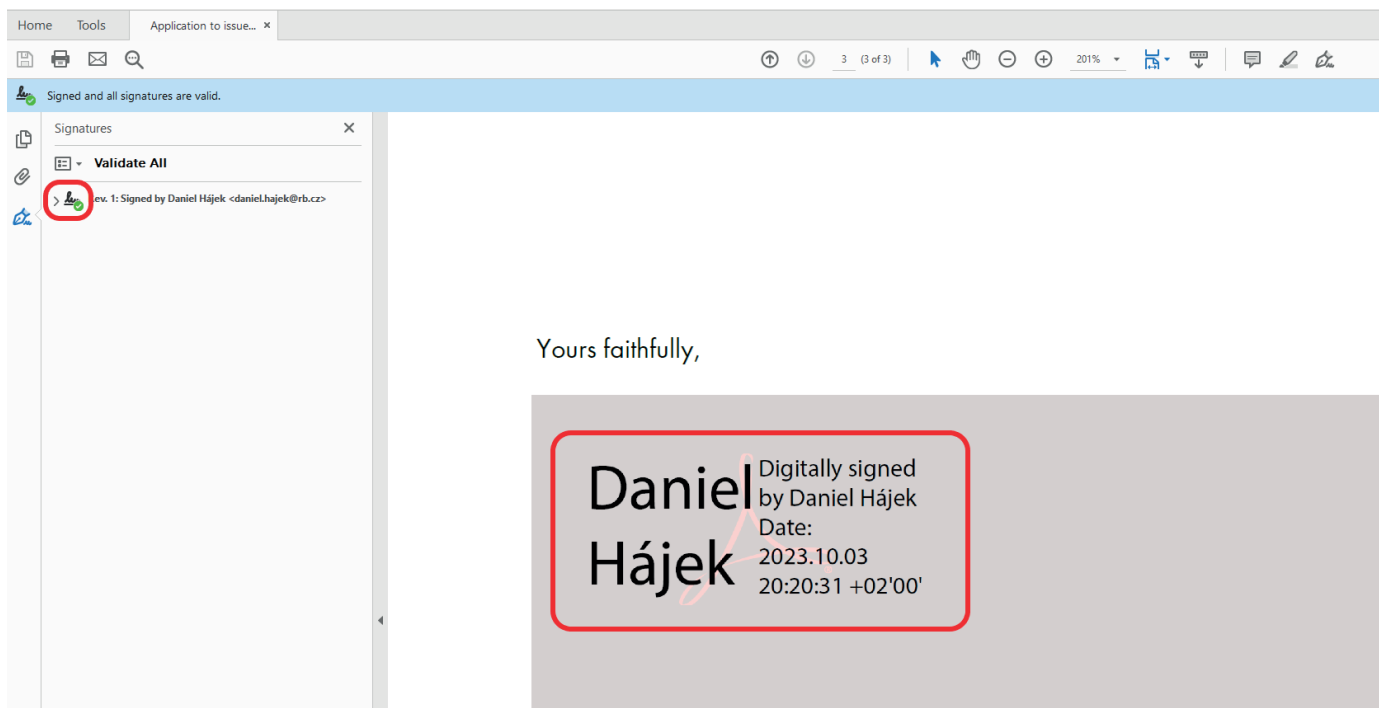
-  **Daniel Hájek** (Windows Digital ID) View Details  
Issued by: PostSignum Qualified CA 4, Expires: 2024.03.05

? Configure New Digital ID Cancel Continue

Enter your password and confirm authenticity of the signature.

Save and close the electronically signed document. Return to the open application in your Internet banking. Upload the signed document and send it for processing. You do not need to rename the document.

**TIP:** A properly digitally signed document looks like this:



**TIP:** If you do not have a digital certificate to sign electronic applications, print the application and sign it by hand. Insert the scanned document in the appropriate field at the appropriate step of the application in Internet banking. The original copy of the signed application must be sent to your corporate advisor within 21 days.