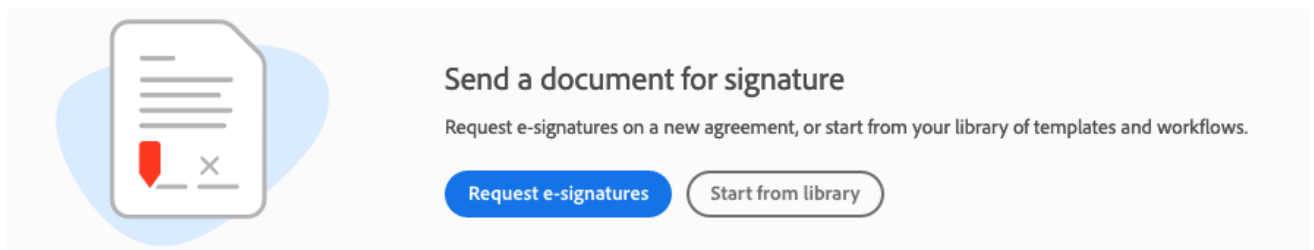


Electronic Signature Service by Adobe (eSign)

Secure and trustworthy electronic signature as a complete digital workflow.



Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

[Request e-signatures](#) [Start from library](#)

Advantages

- Preparation, review and signing on one platform
- Administrative work of signatures (preparation, review, reminder, follow-up, ...) can be delegated
- More comfortable and more secure than the use of scanned signature
- ETH compliant
- Full audit report available for each signed document

Technical Information

- The ETH eSign service is based on Adobe Sign.
- One-time order through ETH [IT-Shop](#) is required

IT Shop (ITSM)

Page 2: Select Software Product

Select software product and change the number of licenses of

adobe

Software Name ▲

Adobe Acrobat Sign E-signature Service

How to order

- 1) Login to IT-Shop
- 2) Service Catalog → Software & Licenses
- 3) Order Software Product

Product name
"Adobe Acrobat Sign E-signature Service"

ETH zürich | Powered by Adobe Acrobat S

Home Send Manage Reports Jens

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Send from: Default Group (Primary Group)

Recipients*
 Complete in Order Complete in Any Order [Add Me](#) | [Add Recipient Group](#)

1

[Show CC](#)

Message*

Agreement Name
 Überprüfen Sie dieses Dokument und füllen Sie es aus.

Files* [Add Files](#)

Drag & Drop Files Here

Options

Password Protect
 Set Reminder

Signature Type
 Electronic Written

Recipients' Language
 German

[Next](#)

Language: English: US

- After ordering you can access ETH eSign service
 - at <https://ethzuerich.adobesign.com/>¹ (recommended as it provides the full feature set)
 - on the Adobe Acrobat software on your ETH computer
 - on the Acrobat Sign app on your smartphone
- eSign adds a trusted digital certificate to the PDF document, thereby preventing any further changes to this document.
- External users (companies, universities, private entities, ...) can co-sign documents.²
- Signed documents are available in Adobe cloud for 30 days.
- Signed documents are also sent to each signatory via email. Further recipients of this email can be specified.
- There is no central repository of signed documents beyond the 30 days.
- More information, including tutorials on first use, can be found at [ETH IT services](#).

¹ Enter your email address in the format [username]@ethz.ch

² At first use, external users are required to provide a cell phone number for authentication.

Compliance Information

- As a user of the eSign service you are **responsible** to know and follow the regulations for the **content** of the signed document (including the classification of its information), for the **signature authorization**, and for the **long-term storage** of the document.
- eSign does not check the content of documents for compliance. eSign neither checks the authority of a user to sign a document.
- eSign uses one type of electronic signature which is specified by Swiss law³ and approved in ETH financial regulations⁴.
- The eSign service is approved by ETH for confidential information.⁵
- Use cases as well as further recommendations for the use of electronic signatures are provided by ETH legal.⁶

Jens Poulsen, VPWW. January 2023 | For Internal use

³ **Fortgeschrittene digitale Signatur** im Sinne des Bundesgesetzes über die elektronische Signatur (Art. 2 Bst. b ZertES; [SR 943.03](#))

⁴ **Fortgeschrittene digitale Signatur**, Art. 122a Abs. 1 und 4 Finanzreglement der ETH Zürich ([RSETHZ 245](#)).

⁵ eSign is not approved for strictly confidential information. ETH regulations do not permit the use of any public cloud service for strictly confidential information.

⁶ Empfehlungen Rechtsdienst für Ersatz Originalunterschrift ([Dokument](#))