

AtomiSign – Instructions for submitting a signing request for a thesis agreement

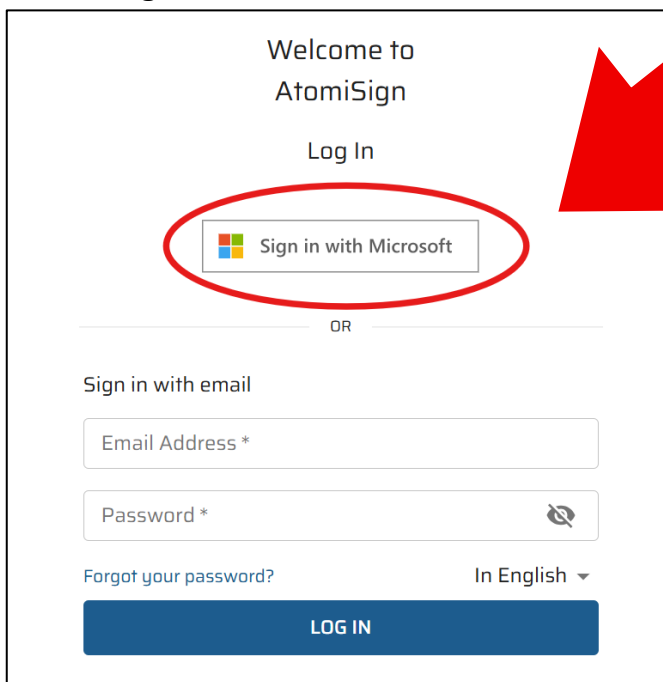
Before you begin

- Prepare the thesis agreement first and save it as a **PDF file**.
- Make sure you **have the names and email addresses of all signatories**: student(s), supervisor(s), and the commissioning party's signatory.
- Please note that AtomiSign has a **30 minute time limit** and does not allow saving progress.

Creating a signing request


1. Sign in to the service

- Go to: <https://atomisign.fi/>
- Select: **Sign in with Microsoft**.



Welcome to
AtomiSign


Log In

 Sign in with Microsoft

OR

Sign in with email

Email Address *

Password * 

[Forgot your password?](#) In English ▾

LOG IN

2. Create a new request and complete the basic information

- Select **New signing request** from the left-hand menu.
- In the Title field, write: **Thesis agreement for signing**
- Keep the default date or extend the deadline in the Signing due to field, if needed. Signing is possible until the selected date. Please take holiday periods into account.
- You may leave the **Signing request tags** field empty.
- Upload the thesis agreement and any necessary attachments to the **Documents** section.
- Write a message to the participants. This message will appear in the email invitation.

3. Select settings

Select the following settings:

- **Authentication method:** Light authentication
- **Signing order:** **Sequential**
- **Signature placement:** Additional signature page
- **Reminder date:** set a date when an automatic reminder will be sent to the signatory whose turn it is to sign.

Language: Select Finnish / English

4. Add the signatories

Add the signatories **in the following order:**

1. Select **Add myself**. Your details will be added.
2. Select **+ Add participant** and add the other signatories:
 - **Possible additional students** (in case of group work): First name, Last name, SAMK Student email address
 - **Supervisor(s)**: First name, Last name, SAMK email address
 - **Commissioning party's signatory if applicable**: First name, Last name, email address, organization

Signatories will receive the request one at a time. The request will move to the next person only after the previous person has signed.

5. Review and send

- Make sure the settings and all recipient details are correct.
- If an email address is incorrect, the signatory will not receive the request.
- Finally, click **Send**.

Signing the agreement

- Signatories will receive an email message with a link to AtomiSign.
- If the message is not found, check the **Spam/Junk email folder**.
- The document can be downloaded and reviewed before signing.
- **Sign the document** and add a comment if needed. The comment will be visible to the other signatories.
- Once all parties have signed, each signatory will receive a confirmation email and a link to the signed agreement.

Saving the Signed Agreement in Wihi

- Once the agreement has been signed, download it from AtomiSign and **save it in Wihi**.
- The signed agreement must be saved in Wihi without delay. AtomiSign does not archive documents.
- The agreement remains available in AtomiSign for **180 days**, after which it is deleted from the system automatically.
- It is the student's responsibility to ensure that the signed agreement on the preparation of a thesis is properly saved in Wihi.

Troubleshooting tips

- The signing process may take several days, sometimes longer. Please wait patiently. You will receive an email notification once all parties have signed.
- You can monitor the progress of the signing request in AtomiSign (see instructions below).
- You can send a reminder via AtomiSign. The reminder will be sent to the signatory whose turn it is to sign (see instructions below).
- **If a signatory has not received the request**, it may have been filtered into spam or the email address may contain an error. If there was an error in the email address, cancel the request (see instructions below) and create a new request for all signatories.
- **If a signatory is unable to sign the request**, it means that the signature request has expired. Please create a new request. Check the **“Signing due to”** field and make sure there is sufficient time for everyone to sign.
- **If you need technical advice**, you can contact **SAMK IT Support**, tel. 02 479 2000.

Tracking signing requests

1. Go to <https://atomisign.fi/> and select **Sign in with Microsoft**.
2. You will see your requests and their status on the front page.
3. Select **View** for more detailed information.
4. The summary displays:
 - Request creator
 - Title
 - Signing due date
 - Number of participants and completed signatures
 - Status: Pending, Signed, Declined, Expired
5. **You can send reminders** from this view. The reminder will be sent to the signatory whose turn it is to sign. The signing process proceeds in the order in which the signatories were added to the invitation
6. If necessary, **you can cancel the request** by selecting the three dots in the upper right corner and clicking Cancel request.

You can find video tutorial on the video portal