USER'S GUIDE ELECTRONIC SIGNATURE

In the next document we try to explain you how obtain all the data necessary for your information about the digital signature of documents that you are receiving from Danosa.

The first point is open the pdf document sending by Danosa, to open it you need to have install in your computer the Adobe Acrobat (**version X o highest,** if you don't have it please use the next link: http://get.adobe.com/es/reader/).

At the top of document you can see the message of the document is already signed and the signed is valid. In the upper corner you can see the Signature Panel Option.

At the bottom of page you can see in red the signature's data, if you push on it you will see all the data link to the signature.
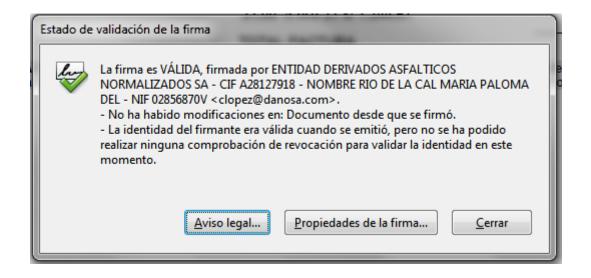
In this screen you can see 2 buttons; both of them are linked with the same menu.

In the screen's header we have the emmisor's data and in the tab **"Legal"** we could read all the legal rules about digital signed documents.

In the tab **"Summary"** we have all the general data, name, date and time.

In the tab **"Document"** appear all the document's updates since the first signed until the last.

The **"Signatory"** tab show us the name, Vat Registration Number, Personal Signer, Vat Registration Number of personal signer.

In **"Date & Time"**, as the name suggested us, we can see the date and time of signature.

If we don't have move on panels and only want to be sure any data quickly we can follow the next steps.

At the top-right of document, you can see on button **"Signature Panel"**, if you push it appear a new menu at left of screen. If you put your cursor on line, you can check the entire data link with the line.