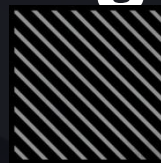




## User Guide

# ezSign Website Application Usage

## Corporate Account



Number : IK-CA-057  
Revision : 02  
Release Date : February 25<sup>th</sup>, 2025

## PT SOLUSI IDENTITAS GLOBAL NET

### OFFICE



Jl. Raya Lingkar Timur Km.1, Sidoarjo, Jawa Timur  
Phone : (031) 8910919

### FIND US HERE



[helpdesk@ezsign.id](mailto:helpdesk@ezsign.id)

## CHANGE LOG

No. Rev	Date	Description
00		Document Initiation
01	January 17 <sup>th</sup> , 2025	Editorial Improvements
02	February 6 <sup>th</sup> , 2025	Registration Process Update

## Table Of Contents

<b>CHANGE LOG .....</b>	<b>2</b>
<b>CHAPTER I : INTRODUCTION .....</b>	<b>6</b>
1.1 Purpose of the Manual Book .....	6
1.2 Definitions and Abbreviations .....	6
1.3 Types of Account Certificates .....	7
1.4 ezSign Service Products .....	7
1.5 ezSign Application Features .....	8
1.5.1 Comprehensive Electronic Signature Features .....	8
1.5.2 Document Features .....	8
1.5.3 Activity Logging Features .....	9
1.5.4 Payment Features .....	9
1.5.5 Support Features .....	9
<b>Hardware and Software Requirements .....</b>	<b>9</b>
<b>User Access Ticket .....</b>	<b>9</b>
<b>CHAPTER II : APPLICATION USAGE GUIDE .....</b>	<b>11</b>
2.1 Account Registration .....	11
2.1.1 Account Registration Requirements .....	11
2.1.2 Registration Process .....	11
2.1.2.1 Personal .....	11
2.1.2.2 Corporate .....	13
2.1.3 Certificate Issuance Process .....	15
2.1.4 Certificate Issuance Rejection Process .....	16
2.2 Using the ezSign Application .....	16
2.2.1 Opening the ezSign Website .....	16
2.2.2 Logging In to the ezSign Website .....	16
2.2.3 Logging Out of the ezSign Website .....	17
2.3 Dashboard .....	18
2.4 Balance .....	18
2.4.1 Top Up ezSign Balance .....	18
2.4.2 Top Up e-Meterai Balance .....	19
2.4.3 Downloading Invoice .....	20
2.5 Document Signing .....	20
2.5.1 Single Sign .....	21
2.5.2 Multiple Sign .....	22
2.5.3 Ask From Other .....	24
2.5.4 Signing Documents from Other Users .....	24
2.6 Workflow .....	25
2.6.1 Adding a Workflow Template .....	25
2.6.2 Signing Documents Using Workflow .....	26
2.6.3 Viewing All Workflow Templates .....	27
2.6.4 Deleting a Workflow .....	27

<b>2.7</b>	<b>Bulk Signing</b>	<b>28</b>
<b>2.8</b>	<b>Template</b>	<b>29</b>
2.8.1	Viewing All Templates	29
2.8.2	Adding a Template	29
2.8.3	Deleting a Template	30
2.8.4	Editing a Template	30
<b>2.9</b>	<b>Electronic Stamp (e-Meterai)</b>	<b>30</b>
<b>2.10</b>	<b>Electronic Stamp (e-Stamp)</b>	<b>32</b>
<b>2.11</b>	<b>Document Management</b>	<b>32</b>
2.11.1	Viewing All Documents	32
2.11.2	Downloading Documents	33
2.11.3	Searching for Documents	33
<b>2.12</b>	<b>Contacts</b>	<b>33</b>
2.12.1	Adding a Contact	33
2.12.2	Deleting a Contact	34
<b>2.13</b>	<b>Affiliated Users</b>	<b>34</b>
2.13.1	Adding an Affiliated User	34
2.13.2	Viewing Affiliated Users	35
2.13.3	Changing the Role of an Affiliated User	36
2.13.4	Deactivating an Affiliated User	36
<b>2.14</b>	<b>ezSign Account Management</b>	<b>37</b>
2.14.1	Viewing Personal Digital Certificate Details	37
2.14.2	Viewing Corporate Digital Certificate Details	39
2.14.3	Changing Profile Picture	40
<b>2.15</b>	<b>Signature Specimen</b>	<b>41</b>
2.15.1	Adding a Signature Specimen	41
2.15.2	Deleting a Signature Specimen	42
2.15.3	Changing the Default Signature Specimen	43
2.15.4	Viewing Signature Specimen Details	44
<b>2.16</b>	<b>Seal Specimen</b>	<b>45</b>
2.16.1	Setting a Seal Specimen	45
2.16.2	Changing the Seal Specimen	46
<b>2.17</b>	<b>Stamp Specimen</b>	<b>47</b>
2.17.1	Setting a Stamp Specimen	47
2.17.2	Changing the Stamp Specimen	47
<b>2.18</b>	<b>Changing Password</b>	<b>48</b>
<b>2.19</b>	<b>Contact Us</b>	<b>49</b>
<b>2.20</b>	<b>Frequently Ask Question (FAQ)</b>	<b>50</b>
<b>2.21</b>	<b>Viewing Account Activity</b>	<b>51</b>
<b>2.22</b>	<b>Switch Account</b>	<b>52</b>
<b>2.23</b>	<b>Certificate Key Renewal (Rekey)</b>	<b>53</b>
2.23.1	Rekey 30 Days Before Certificate Expiration	53

2.23.2	Rekey After Certificate Expiration .....	53
<b>2.24</b>	<b>Certificate Revocation (Revoke) .....</b>	<b>54</b>
2.24.1	Personal Account Revocation .....	54
2.24.2	Corporate Account Revocation .....	54

# CHAPTER I : INTRODUCTION

## 1.1 Purpose of the Manual Book

This ezSign User Guide is designed to provide an overview and explanation of how to use electronic signature features within the ezSign application, including the processes for certificate issuance, renewal, and revocation. This guide consists of several sections: the use of ezSign features, electronic certificate issuance, electronic certificate renewal, and electronic certificate revocation.

## 1.2 Definitions and Abbreviations

Below are some terms and abbreviations frequently used in the ezSign application.

1. **ezSign** A trusted provider of electronic certificates and digital signatures that are legally recognized under KOMINFO regulations.
2. **Password** A unique string of characters used to secure an account.
3. **OTP** A temporary password sent via SMS or email, typically with a short expiration period.
4. **Rekey** The process of replacing a certificate key to generate a new key and certificate with the same user data as the previous certificate.
5. **Revoke** The process of canceling an electronic certificate by the certificate owner.
6. **Balance** The available funds in an ezSign user account for transactions.
7. **Modify Position** A feature that allows recipients to adjust the pre-set signature position, configurable by the document uploader.
8. **Sign on Document with Password** A feature that enables signing a password-protected document without removing its protection.
9. **Audit Trail** A digital record storing document name, creator details, date, time, and signer information.
10. **Role : signer** A user authorized to apply an electronic signature.
11. **Role : reviewer** A user authorized to approve or reject a document.
12. **Role : approver** A user authorized to apply initials or stamps to a document.

13. **Role : e-meterai** A user authorized to apply electronic stamps (e-Meterai) on digital documents.
14. **Role : e-seal** A user authorized to apply electronic seals on digital documents.
15. **Role : e-stamp** A user authorized to apply electronic stamps on digital documents.
16. **KYC** A procedure used by institutions to verify customer identities, conducted online or offline.
17. **NIK** A unique identification number assigned to Indonesian residents.
18. **My Activity** A log recording all user activities within the ezSign application.

### 1.3 Types of Account Certificates

There are two types of certificates available in the ezSign application:

1. **Personal Account Certificates**

Owned by individuals and used for personal document signing.

2. **Corporate Account Certificates**

Used by employees or representatives of a company for document signing purposes.

### 1.4 ezSign Service Products

Below are the products offered by ezSign.

1. **Electronic Certificate**

A digital certificate containing an electronic signature and legal identity.

2. **Electronic Signature**

A signature applied digitally with legal validity.

3. **Electronic Stamp (e-Meterai)**

A government-issued electronic tax stamp.

4. ***Timestamp***

A time marker indicating when an event or data was recorded.

5. **Electronic Seal (*e-Seal*)** A digital signature used by businesses or organizations to ensure document authenticity and integrity.

6. **Electronic Stamp (*e-stamp*)** Used to enhance document authenticity, making it legally binding beyond a simple signature.

## 1.5 ezSign Application Features

The following sections explain the features provided by ezSign.

### 1.5.1 Comprehensive Electronic Signature Features

1. **Single Sign** A signature applied by a single person.
2. **Parallel Sign** Signatures applied by multiple individuals without a specific order.
3. **Hierarchy Sign** Signatures applied sequentially by multiple individuals.
4. **Bulk Sign** The ability to sign multiple documents in a single process.
5. **Unlimited Signature Speciment** Allows users to add multiple signature specimens via drawing, text, or image upload.
6. **Ask From Others** Requests electronic signatures from other users without signing the document yourself.

### 1.5.2 Document Features

1. **Autoconvert Document to PDF** Automatically converts documents (DOC, DOCX, PNG, JPEG, JPG, XLSX) to PDF.
2. **Sign on Document with Password** Enables signing password-protected documents without altering their protection.
3. **Share and Download** Allows signed documents to be shared via email or downloaded in PDF format.
4. **Document Template for Bulk Signing** Supports signing multiple documents at once for efficiency.
5. **Workflow Automation** Manages document workflows involving multiple recipients, ensuring structured and efficient signing processes.



### 1.5.3 Activity Logging Features

1. **Log Activity** Records all user actions within the ezSign application.
2. **Audit Trail** Digitally records document details, creation history, and signing activities.
3. **Notifikasi Melalui Email** Notifies users about important activities such as certificate issuance, signature requests, and approvals.

### 1.5.4 Payment Features

The payment feature in the application supports two systems: prepaid and postpaid, specifically for corporate users. In the prepaid system, users are required to make an upfront payment by topping up their balance through the application before accessing the services. Meanwhile, in the postpaid system, users can utilize the services first and then make periodic payments based on the invoices issued after service usage.

### 1.5.5 Support Features

One of the supporting features in the ezSign application is **Charged on Us**, which allows the costs of the electronic signature process, whether parallel or hierarchical, to be covered by the document uploader.

## Hardware and Software Requirements

To access the ezSign application, users must meet the following requirements:

1. **Supported Devices:** Computer, laptop, or tablet with an updated web browser for compatibility and security
2. **Stable Internet Connection:** Ensures smooth access to the ezSign platform.
3. **Browser Settings:** Must allow camera access for certain ezSign features to function optimally.

By meeting these requirements, users can ensure a smoother and more secure experience while using the ezSign application.

### User Access Ticket

Individual/retail users have access to the following ezSign features:

- Single Signing
- Multi Signing
- Request From Others
- Bulk Signing
- e-Stamp
- e-Seal
- e-Meterai

## CHAPTER II : APPLICATION USAGE GUIDE

### 2.1 Account Registration

Below are the requirements and steps to register a corporate account in the ezSign application.

#### 2.1.1 Account Registration Requirements

Users who wish to register a corporate account must meet the following requirements:

1. Minimum age of 17 years.
2. Articles of incorporation / latest amendments.
3. Business Identification Number (NIB).
4. Ministry of Law and Human Rights Decree (SK Kemenkumham).
5. Taxpayer Identification Number (NPWP).
6. A valid corporate email and SysAdmin email.

It is recommended that the SysAdmin email be a dedicated email used for corporate administration.

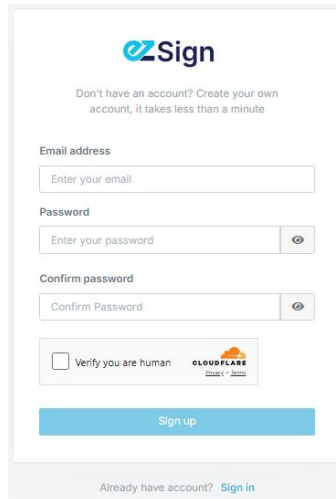
#### 2.1.2 Registration Process

Before registering a corporate account, the company representative listed in the company's articles of incorporation must first create a **Personal Account**.

##### 2.1.2.1 Personal

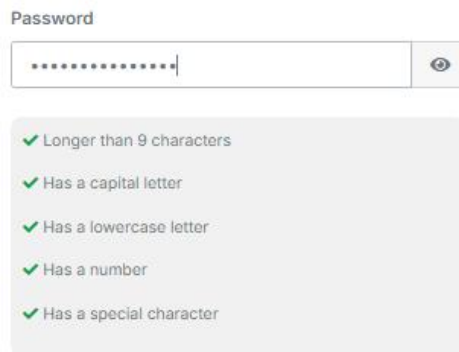
Follow these steps to create a Personal Account.

1. Open the website [app.ezsign.id](http://app.ezsign.id) via your browser.
2. Click the **Sign Up** button on the homepage.



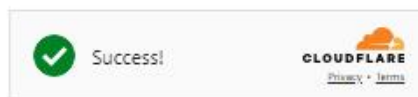
The image shows the EZSign registration form. At the top is the EZSign logo. Below it is a message: "Don't have an account? Create your own account, it takes less than a minute". The form has three input fields: "Email address" with a placeholder "Enter your email", "Password" with a placeholder "Enter your password" and an eye icon, and "Confirm password" with a placeholder "Confirm Password" and an eye icon. Below these is a checkbox labeled "Verify you are human" with the Cloudflare logo. At the bottom is a blue "Sign up" button. At the very bottom, there is a link: "Already have account? Sign in".

3. Enter an active and accessible email address.
4. Create a password that meets the security requirements.



The image shows a password strength checker. At the top is the label "Password". Below it is a password input field with a placeholder "....." and an eye icon. Below the input field is a list of requirements, each with a green checkmark: "Longer than 9 characters", "Has a capital letter", "Has a lowercase letter", "Has a number", and "Has a special character".

5. Re-enter the password to confirm (password match).
6. Check the CAPTCHA box to continue.



7. Click Sign Up to complete the initial registration process.
8. You will receive a Registration Success notification.



9. Open your email inbox and find the email from no-reply@ezsign.id.
10. Click the **Aktivasi Sekarang!!!** button in the verification email.

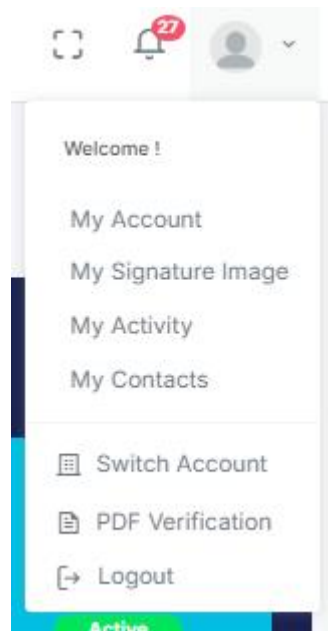
Aktivasi sekarang!!!

11. Enter your registered email and password, then click Log In.
12. After logging in, your account will initially be limited to e-Meterai usage.
13. To access all ezSign features, complete identity verification on the dashboard.
14. Upload a photo of your KTP (National ID) to proceed.
15. Your NIK (National ID Number) and Name will be auto-filled from the ID. Complete the remaining details as per your KTP.
16. Enter your active phone number and click Send OTP.
17. Input the OTP code received via SMS, then click Next.
18. Follow the instructions to take a selfie. Click Take to save or Retake if you need to redo it.
19. Click to read the Privacy Policy, Owner Agreement, and Guarantee Policy. After reading, click Agree for each document.
20. Once all steps are completed, click Finish.
21. You will be redirected to the ezSign dashboard.
22. Wait for approval from the Registration Authority (RA) before your account is fully activated.

#### 2.1.2.2 Corporate

Once the **Personal Account** registration process is successfully completed, including identity verification, you can proceed to register a Corporate Account. Below are the steps:

1. Click the profile icon in the top-right corner and select **My Account**.



2. Scroll to the bottom of the page to find the Corporate section.
3. Click Add to input corporate information.
4. Fill out the corporate data form with the required details.
5. Once all information is complete and accurate, click Next to proceed.
6. Fill in the representative's personal data form as provided.

7. Click Next to continue to the next step.
8. Enter the SysAdmin data, who will act as the corporate administrator in the ezSign application.

### SysAdmin Information:

- SysAdmin is an individual responsible for managing corporate administration in the ezSign application, including certificate lifecycle management and corporate user settings.
- SysAdmin Email is a dedicated email used as the company's admin account for administrative purposes in the ezSign application.
- SysAdmin Email must be separate from personal accounts and cannot be used to register another ezSign account.
- SysAdmin has the authority to register employee accounts and manage their access rights in the application.

9. If the data is correct, click Next to proceed.

10. Sign the provided electronic document.

11. After completing all steps, click Finish.

12. You will be redirected to the ezSign dashboard.

13. Wait for approval from the Registration Authority (RA) to successfully activate the corporate account.

### 2.1.3 Certificate Issuance Process

Below are the steps for corporate certificate issuance:

1. The submitted registration undergoes validation by the Registration Authority (RA) of ezSign.
2. If the submitted data is valid, the request will be approved, and you will receive an email notification.
3. Log in to your ezSign account.
4. Review the details on your Electronic Certificate.

5. If the information is correct, click I Agree to activate the service.
6. If there are discrepancies, contact ezSign support by emailing [helpdesk@ezsign.id](mailto:helpdesk@ezsign.id).

#### **2.1.4 Certificate Issuance Rejection Process**

If your certificate issuance request is rejected, follow these steps:

1. The submitted registration undergoes validation by the Registration Authority (RA) of ezSign.
2. If the submitted data is invalid, the request will be rejected, and you will receive an email notification.
3. You can reapply by submitting valid data matching your KTP (National ID).
4. Follow the steps outlined in Corporate Account Registration for re-registration.

## **2.2 Using the ezSign Application**

Follow these steps to access ezSign via the website.

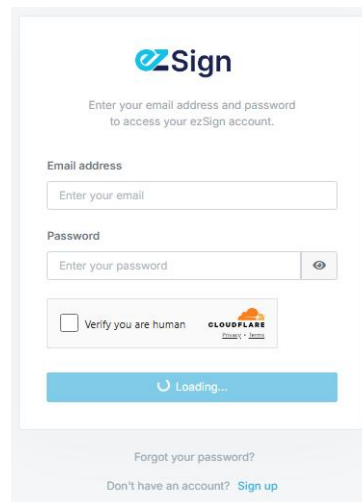
### **2.2.1 Opening the ezSign Website**

1. Open a web browser on your device, such as Mozilla Firefox or Google Chrome.
2. Enter the URL: <https://app.ezsign.id> in the browser address bar.
3. The ezSign homepage will appear, allowing you to explore available services.

### **2.2.2 Logging In to the ezSign Website**

1. Visit <https://app.ezsign.id>.
2. Enter your registered email and password in the provided fields.

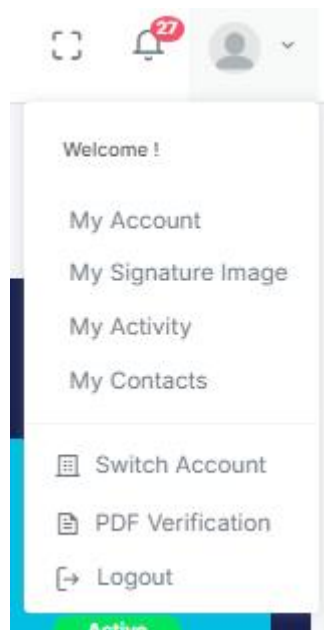


The image shows the ezSign login page. At the top is the ezSign logo. Below it, a message says "Enter your email address and password to access your ezSign account." There are two input fields: "Email address" with a placeholder "Enter your email" and "Password" with a placeholder "Enter your password" and an eye icon for toggling visibility. Below the password field is a checkbox labeled "Verify you are human" next to a Cloudflare logo. A blue button with a loading spinner and the text "Loading..." is at the bottom. At the very bottom, there are links for "Forgot your password?" and "Don't have an account? Sign up".

3. Click Log In to access your ezSign account. If your credentials are correct, you will be directed to your dashboard.

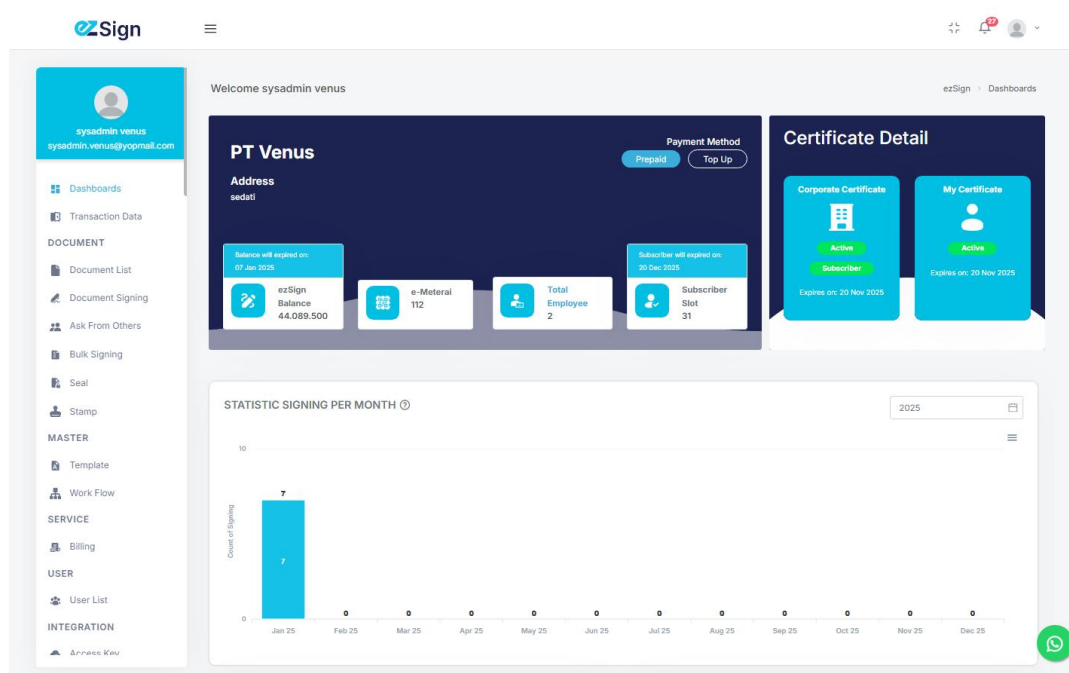
### 2.2.3 Logging Out of the ezSign Website

1. Click your profile picture in the top-right corner of the page.



2. In the dropdown menu, select Log Out to exit your account.

## 2.3 Dashboard



The ezSign dashboard provides an overview of various essential features, including ezSign promotions, certificate status, certificate validity period, ezSign Balance, e-Meterai Balance, and document management. The document management section consists of features such as Document List, Document Signing, and Ask From Other. Additionally, the Billing section is available for managing payment and transaction records. This dashboard serves as a central hub for users to monitor and manage their account activities efficiently.

## 2.4 Balance

Balance features are only accessible to users with SysAdmin rights.

### 2.4.1 Top Up ezSign Balance

To top up your ezSign balance, follow these steps:

1. On the dashboard, click Top Up, then select ezSign Balance.
2. Choose a predefined package or enter a custom top-up amount.

Top Up ezSign > Package > Topup

44,089.500  
ezBalance

112  
e-Meterai Balance

ezSign Balance

e-Meterai Balance

Choose one of package for topup your balance

Bronze Corporate  
5.000.000  
ezBalance  
Rp. 4.999.000

Silver Corporate  
10.000.000  
ezBalance  
Rp. 9.999.000

Gold Corporate  
20.000.000  
ezBalance  
Rp. 19.999.000

Create Custom package to topup your balance

Enter Top Up Amount  
 Rp. 30.000  
The minimum top up amount is 30.000 ezbalance and the maximum is 5.000.000 for from transactions over 5.000.000 ezbalance please contact us at helpdesk@ezsign.id

**Top Up Summary**

Quota :	30.000
Grand Total :	30.000
Diskon :	0
Total After Diskon :	30.000
Payment Gateway Fees:	0
Estimated Tax (11%):	3.300
Total :	33.300

Use coupon code for getting discount !

- On the right panel, you will see a summary of the payment amount.
- Select your preferred payment method.

☐ Mandiri

☐ Permata

☐ BRIVA

☐ CIMB

☐ BNI

☐ BCA

Payment

- If everything is correct, click Payment.
- Complete the payment using the selected method.
- After payment, click Check Status and then OK.
- You will receive an email confirming the successful top-up, and your ezSign Balance will be updated accordingly.

## 2.4.2 Top Up e-Meterai Balance

To top up e-Meterai balance, follow these steps:

- On the dashboard, click Top Up in the e-Meterai section.
- Select a predefined package or enter a custom amount.

Top Up

ezSign > Package > Topup

44.089.500  
ezBalance

112  
e-Meterai Balance

ezSign Balance

e-Meterai Balance

Choose one of package for topup your e-Meterai balance

Premium  
20 e-Meterai  
Rp. 199.000

Eksekutif  
50 e-Meterai  
Rp. 499.000

Bisnis  
100 e-Meterai  
Rp. 999.000

Create Custom package to topup your e-Meterai balance

Enter Top Up Quantity  

Rp. 12.000

The minimum top up quantity is 1 e-Meterai and the maximum is 415 e-Meterai, for transactions over 415 e-Meterai please contact us at [helpdesk@ezsign.id](mailto:helpdesk@ezsign.id)

Top Up Summary

Quota :	1
Grand Total :	12.000
Diskon :	0
Total After Diskon :	12.000
Payment Gateway Fees:	0
Estimated Tax (11%):	220
Total :	12.220

Use coupon code for getting discount !

- The payment summary will appear on the right side of the screen.
- Choose your preferred payment method.

☐ Mandiri

☐ Permata

☐ BRIVA

☐ CIMB



☐ BNI

☐ BCA

- Click Payment once the details are correct.
- Complete the payment using the selected method.
- Click Check Status, then OK to confirm.
- You will receive an email confirming the successful top-up, and your e-Meterai balance will be updated accordingly.

### 2.4.3 Downloading Invoice

To download transaction invoices in ezSign, follow these steps:

- On the dashboard, go to Billing.
- Select the invoice you want to download, Click 
- Click the download icon  to obtain a copy of the invoice.

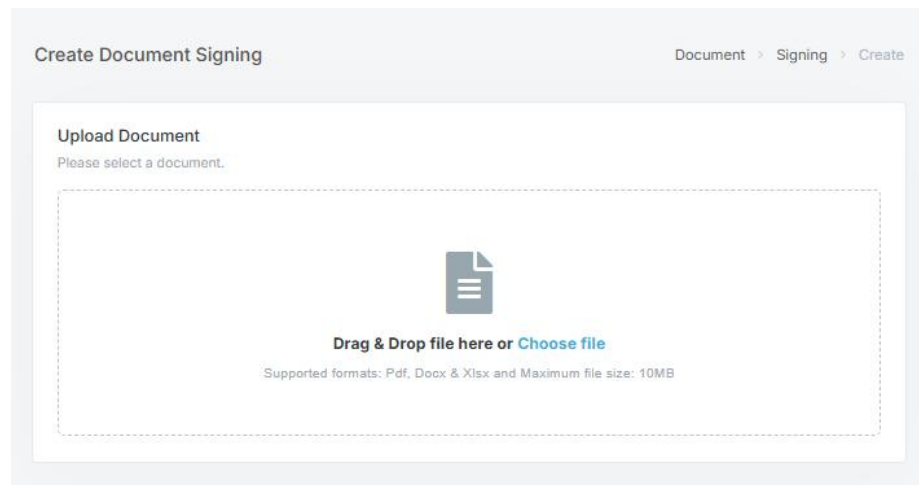
## 2.5 Document Signing

The following sections outline the electronic signature process in ezSign for various signing methods.

### 2.5.1 Single Sign

To sign a document individually, follow these steps:

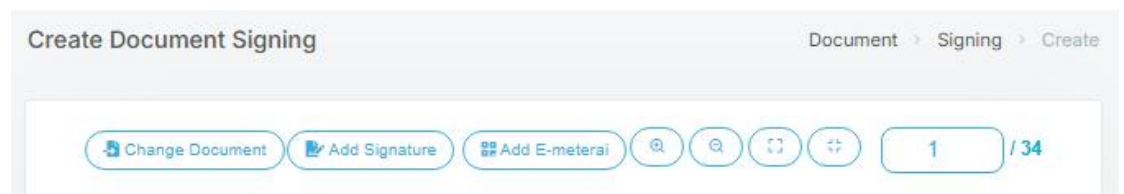
1. On the homepage, select **Document Signing**.



2. Click **Upload Document** and select a file in JPEG, JPG, PDF, DOC, DOCX, XLS, or XLSX format.
3. Choose **Single** in the Document Signing options on the right.



4. Click **Add Signature**.



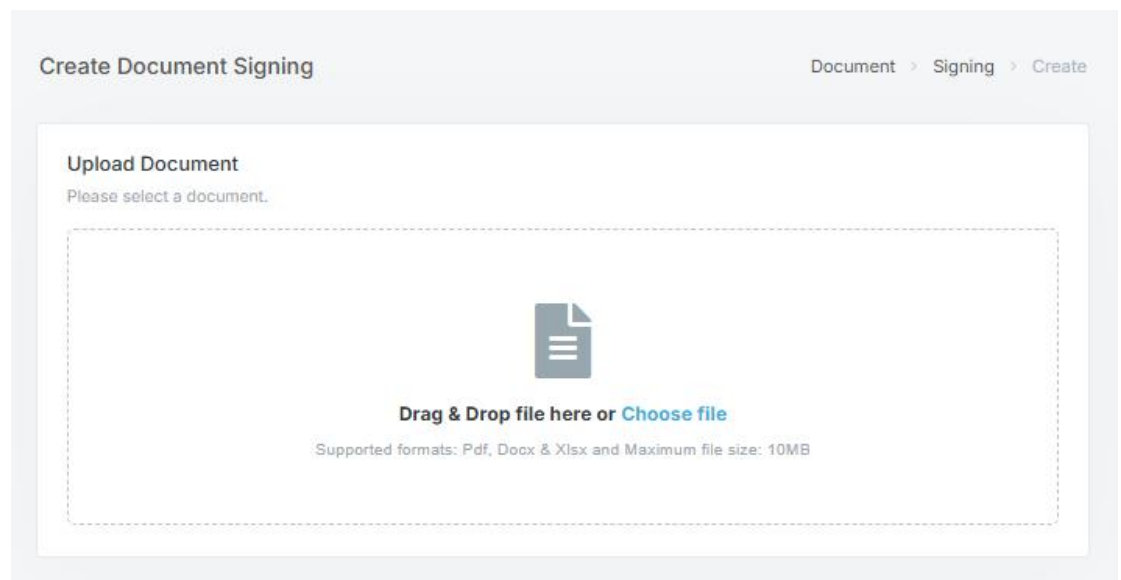
5. Select your signature, then click OK.
6. Position your signature as needed.
7. Click **Submit**.
8. Choose an OTP verification method.

9. Enter the OTP code received and wait for the document signing process to complete.

### 2.5.2 Multiple Sign

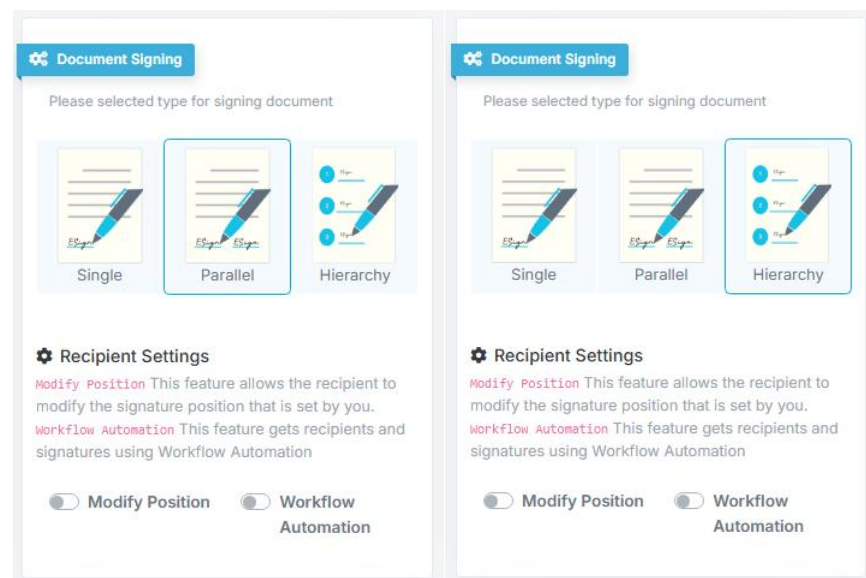
To sign a document with multiple signers, follow these steps:

1. On the homepage, select **Document Signing**.



2. Click Upload Document and select a file in JPEG, JPG, PDF, DOC, DOCX, XLS, or XLSX format.

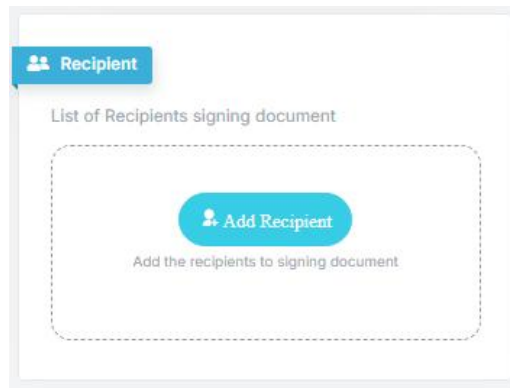
3. In the Document Signing section on the right, choose **Parallel** for unordered signing or **Hierarchy** for sequential signing.



4. Click **Add Signature** to add your own signature.


5. Select your signature, then click OK and position it.

6. Click **Add Recipient** to add signers.



7. Enter the email addresses of the signers.



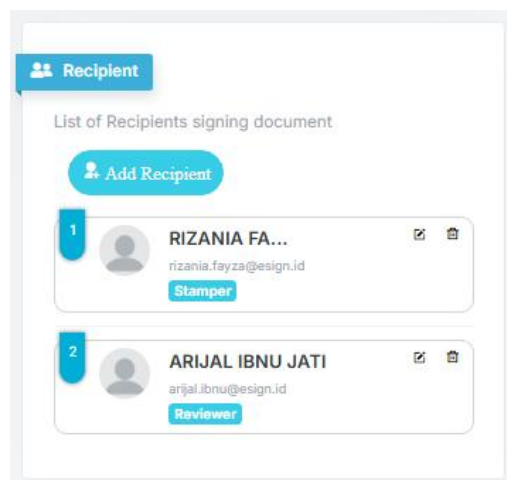
8. Click , Set Role & Expiry Date as needed.

9. Click Add Recipient, then Add Signature to define the signature positions.

10. Enable the following options if needed:

- a) **Modify Position** : Allows recipients to adjust the signature placement.
- b) **Workflow Automation** : Enables structured signing processes.

11. Drag and reorder the recipients if **Hierarchy** is selected.

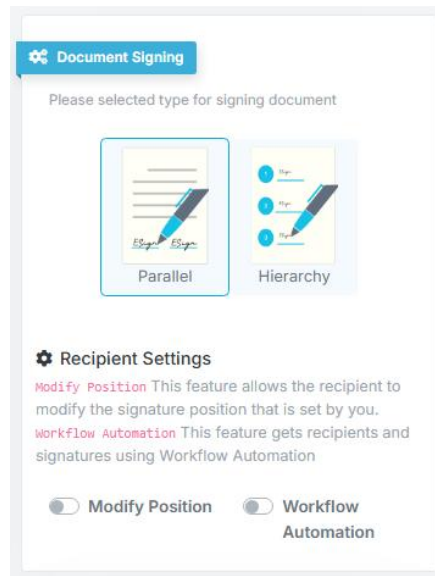



12. Click Submit, choose an OTP method, and enter the OTP code to finalize signing.

### 2.5.3 Ask From Other

To request signatures from others, follow these steps:

1. On the homepage, select **Ask From Others**.
2. Click Upload Document and select a file in JPEG, JPG, PDF, DOC, DOCX, XLS, or XLSX format.
3. Choose **Parallel** or **Hierarchy** as needed.




4. Click Add Recipient to assign signers.
5. Enter the email addresses of the signers.
6. Click , Set Role & Expiry Date.
7. Click Add Recipient, then Add Signature to set the signature positions.
8. Enable the following options if needed:
  - a) **Modify Position** : Allows recipients to adjust the signature placement.
  - b) **Workflow Automation** : Enables structured signing processes.
9. Drag and reorder the recipients if Hierarchy is selected.
10. Click Submit, choose an OTP method, and enter the OTP code to finalize signing.

### 2.5.4 Signing Documents from Other Users

To sign documents sent by others, follow these steps::



1. Check the Need to be Signed section on the dashboard or go to Document List.
2. Click the  Sign Document button.
3. Review the document.
4. Click **Add Signature** and select your signature.
5. Click **Submit**, choose an OTP method, and enter the OTP code to complete signing.

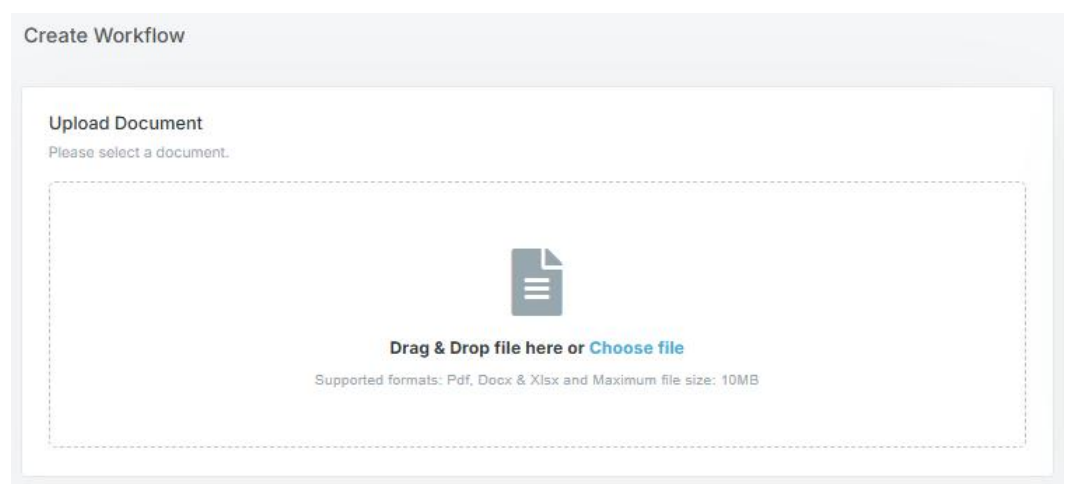
## 2.6 Workflow

The Workflow feature enables document signing based on predefined formats, streamlining the signing process and saving time. This feature is available exclusively for corporate users. Before using workflow, users must create a workflow template.

### 2.6.1 Adding a Workflow Template

Workflow templates can be accessed in the Workflow section on the homepage. Follow these steps to create a new template:


1. Go to the homepage and select **Workflow**.
2. Click Create Workflow.
3. Upload the document to be used as a template (JPEG, JPG, PDF, DOC, DOCX, XLS, XLSX formats are supported).



The screenshot shows a web interface titled "Create Workflow". Inside, there is a section labeled "Upload Document" with the instruction "Please select a document." Below this is a large dashed rectangular box. In the center of this box is a document icon (a blue square with a white document symbol). Below the icon, the text reads "Drag & Drop file here or [Choose file](#)". At the bottom of the dashed box, in smaller text, it says "Supported formats: Pdf, Docx & Xlsx and Maximum file size: 10MB".

4. Enter the workflow name and select the department and workflow type on the right.

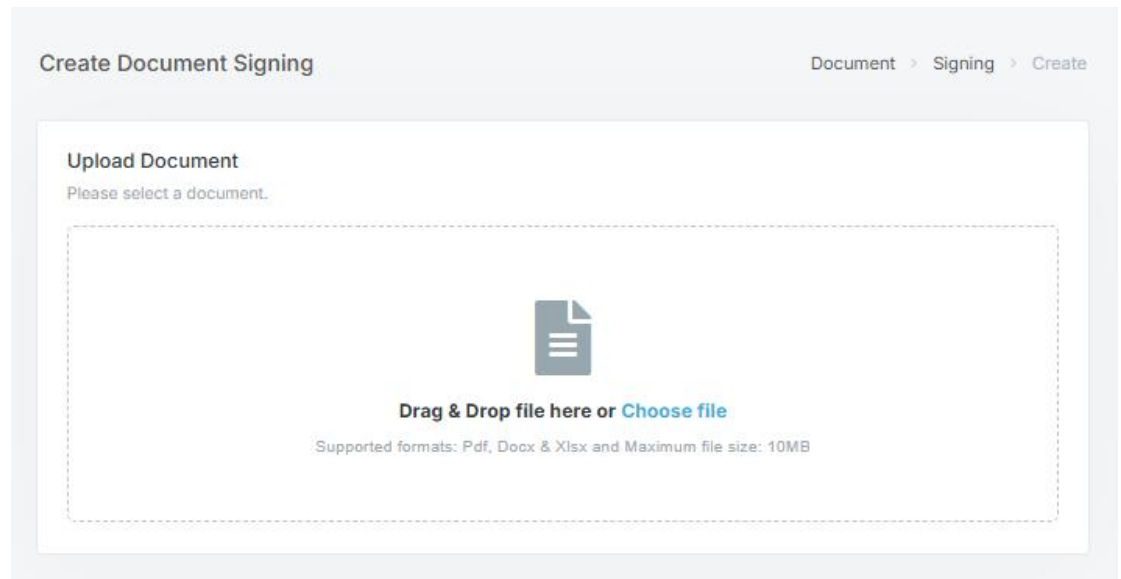
5. Click **Add Recipient** to assign signers.
6. Enter the email addresses of the signers.

7. Click , Set Role & Expiry Date.
8. Click **Add Recipient**, then **Add Signature** to define signature positions.
9. Adjust signature placement as needed.
10. Click **Submit** to save the workflow template.

### 2.6.2 Signing Documents Using Workflow

Once a workflow template is available, users can sign documents using the workflow by following these steps:

1. On the homepage, select **Document Signing** or **Ask From Others**.




2. Click to upload the document that needs to be signed. Supported formats include JPEG, JPG, PDF, DOC, DOCX, XLS, and XLSX.
3. In the Document Signing section on the right, choose either **Parallel** or **Hierarchy**.
4. Click **Workflow Automation**.
5. Select the desired workflow and wait for it to be applied.
6. Set the Due Date for each recipient.
7. Once everything is configured, click Submit.
8. Wait for the document signing process to complete.

### 2.6.3 Viewing All Workflow Templates

All available workflows can be viewed under the Workflow menu on the dashboard.

### 2.6.4 Deleting a Workflow

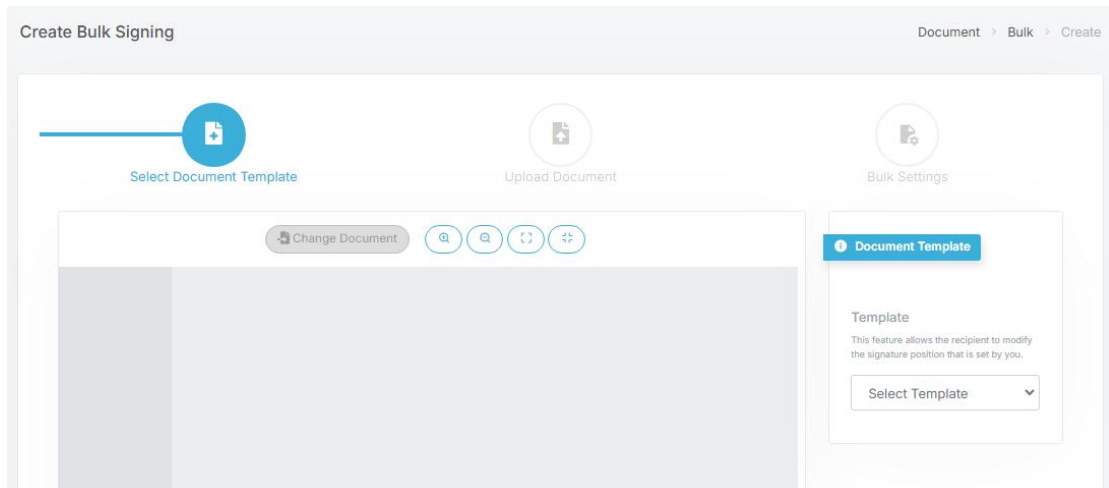
To delete a workflow, follow these steps:

1. On the homepage, select **Workflow**.
2. Choose the Department of the workflow to be deleted.
3. Click  the Delete icon next to the workflow.
4. Click **Yes, delete it!** to confirm the deletion.

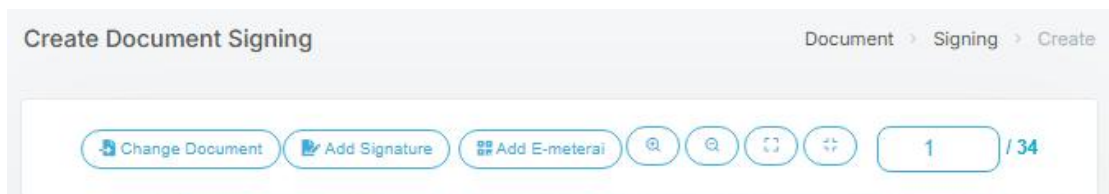
## 2.7 Bulk Signing

Bulk Signing is a feature that allows users to sign multiple documents with the same format at once. This feature is only available for corporate users. Before using Bulk Signing, users must first create a Bulk Signing template. All templates can be viewed under the Template menu on the homepage. To perform Bulk Signing, follow these steps:

1. On the homepage, select **Bulk Signing**.



2. Choose a previously created template.
3. Click **Add Signature**.



4. Select the desired signature, then click OK.
5. Click **Next** to proceed.
6. Click to upload the documents to be merged. Supported formats include JPEG, JPG, PDF, DOC, DOCX, XLS, and XLSX.
7. Once uploaded, click Next to start the zip process.
8. Enter the zip file name and complete the required form.

Document ZIP Name	<input type="text" value="Name for zip document"/>
Reason for bulk Signing	<input type="text" value="I approve this document"/>
Modify Signature	This feature delete existing signing. <input type="checkbox"/> Delete Exist Sign

9. Click Finish to complete the Bulk Signing process.

## 2.8 Template

Templates are used to define the position of the electronic signature for bulk signing. Below are important details about the template feature.

### 2.8.1 Viewing All Templates

All available templates can be viewed under the Template menu on the dashboard.

### 2.8.2 Adding a Template

To add a new template, follow these steps:


1. On the homepage, select **Template**.
2. Click Create Template to create a new template.
3. Upload the document to be used as a template. Supported formats include JPEG, JPG, PDF, DOC, DOCX, XLS, and XLSX.

Create Template

Master > Template > Create

Upload Document

Please select a document.



Drag & Drop file here or [Choose file](#)


Supported formats: Pdf, Docx & Xlsx and Maximum file size: 10MB

4. Enter the Template Name in the designated field on the right.

5. Click **Add Signature** to define the signature placement.
6. Adjust the signature position as needed.
7. Click **Submit** to save the template.


### 2.8.3 Deleting a Template

To delete a template, follow these steps:

1. On the homepage, select **Template**.
2. Click  the Delete icon next to the template.
3. Click **Yes, delete it!** to confirm the deletion.

### 2.8.4 Editing a Template

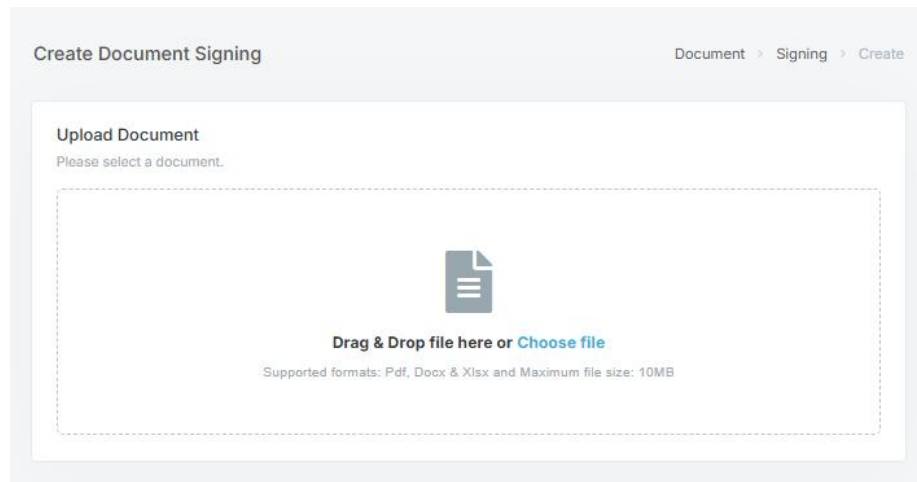
To edit an existing template, follow these steps:

1. On the homepage, select **Template**.
2. Click  the Edit icon next to the template.
3. Modify or add recipients in the **Recipients** section.
4. Click **Submit** to save the updated template.

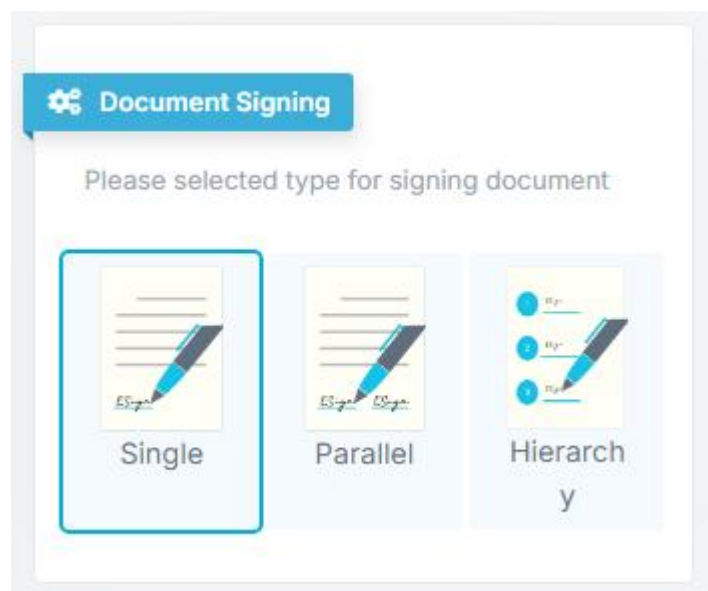
## 2.9 Electronic Stamp (e-Meterai)

e-Meterai is an electronic stamp issued by the Indonesian government or Perum Peruri with special characteristics and security features. To use e-Meterai, follow these steps:

1. On the homepage, select **Document Signing**.



2. Click to upload the document to be signed. Supported formats include JPEG, JPG, PDF, DOC, DOCX, XLS, and XLSX.
3. In the right panel select **Single, Parallel, or Hierarchy** based on the signing type required.



4. Click **Add e-Meterai**.



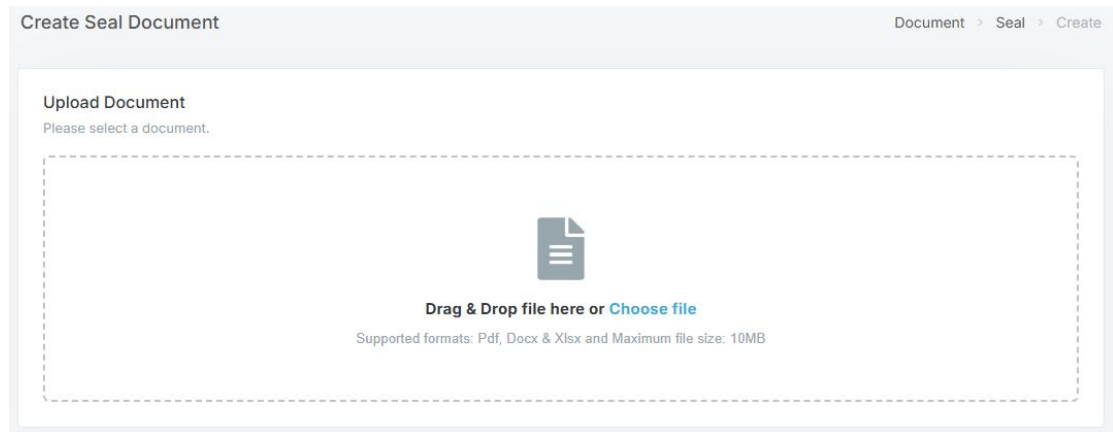
5. Select the document type, then click OK.
6. Adjust the e-Meterai position.
7. Click **Submit**.
8. Choose an OTP verification method.
9. Enter the OTP code received and wait for the process to complete.

## 2.10 Electronic Stamp (e-Stamp)

If a document has been sealed with an e-Seal, it will be locked. Any changes to the document after applying the e-Seal will invalidate the electronic signature.

Follow these steps to add an electronic stamp:

1. On the homepage, select **Seal**.



2. Click to upload the document. Supported formats include JPEG, JPG, PDF, DOC, DOCX, XLS, and XLSX.

3. Click **Add Stamp**.



4. Position the stamp accordingly.
5. Click **Submit**.
6. Choose an OTP verification method.
7. Enter the OTP code received and wait for the process to complete.

## 2.11 Document Management

### 2.11.1 Viewing All Documents

All documents can be viewed under the Document List menu on the homepage.



Document List Document > Document List

List Document Refresh

Signing Type: All Types Search: Document Name Type to Search Clear

Document Name	Signing Type	Your Role	Owner	Upload Date	Member	Status	Action
Manual_Book_Website_korporat_(1).pdf	parallel	Signer		07/01/2025 15:53:48		Waiting Signing	
Coba sign.pdf	parallel	Uploader Signer		03/01/2025 10:20:15		Expired	
Coba sign.pdf	parallel	Uploader Signer		03/01/2025 09:34:01		Expired	
Coba sign.pdf	parallel	Uploader Signer		03/01/2025 09:29:19		Complete	
Coba sign.pdf	parallel	Signer		03/01/2025 08:40:19		Expired	
Coba testing.pdf	parallel	Uploader Signer		02/01/2025 17:13:51		Expired	
Dummy	parallel	E-Minimal		25/11/2024 10:37:18		Expired	

Display 10 1

### 2.11.2 Downloading Documents

To download a document in the ezSign application, follow these steps.

1. On the homepage, select **Document List**.
2. Choose the document to be downloaded and click on its name or icon .
3. Click the **Download** button to save the document to your device.

### 2.11.3 Searching for Documents

To search for previously created documents, follow these steps:

1. On the homepage, select **Document List**.
2. In the search bar, type a keyword or document name.
3. You can also search by the document uploader's name by changing Document Name to Owner Name.


Search

## 2.12 Contacts

### 2.12.1 Adding a Contact


To add a new contact in ezSign, follow these steps.

1. Click on the profile picture in the top right corner, then select **My Contacts**.
2. Click the New Contacts button.

3. Enter the email address of the contact to be added.
4. Click  , then enter the contact's name.
5. Once all information is correct, click **Save** to store the contact.

### 2.12.2 Deleting a Contact

To delete a contact in the ezSign application, follow these steps.

1. Click on the profile picture in the top right corner, then select **My Contacts**.
2. Click  the Delete icon next to the contact you want to remove.
3. Click **Yes, delete it!** to confirm the deletion.

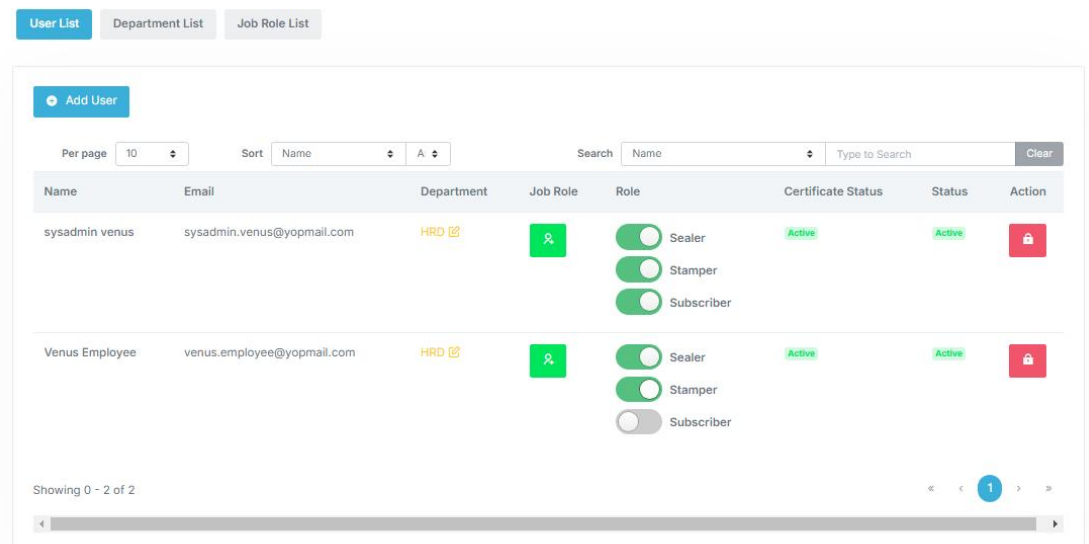
## 2.13 Affiliated Users

Affiliated users are those linked to a corporate certificate. These users must be invited by a **SysAdmin** to connect to the corporate certificate. The following functions can only be performed by **SysAdmin**.





### 2.13.1 Adding an Affiliated User

To add an affiliated user in ezSign, follow these steps.

1. Log in to the Corporate SysAdmin account.
2. On the homepage, select **User List**.



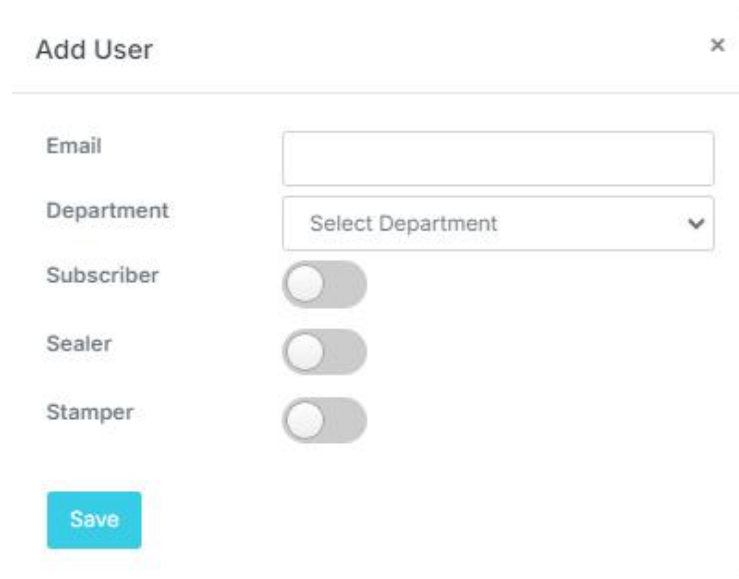
The screenshot displays the 'User List' interface. At the top, there are tabs for 'User List', 'Department List', and 'Job Role List'. Below the tabs is a table with the following columns: Name, Email, Department, Job Role, Role, Certificate Status, Status, and Action. The table contains two rows of data:

Name	Email	Department	Job Role	Role	Certificate Status	Status	Action
sysadmin venus	sysadmin.venus@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input checked="" type="checkbox"/> Subscriber	Active	Active	
Venus Employee	venus.employee@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input type="checkbox"/> Subscriber	Active	Active	

At the bottom of the table, there is a pagination bar that says 'Showing 0 - 2 of 2' and a set of navigation arrows.

3. Click the **Add User** button to add a new affiliated user.

4. Enter the email address of the user to be invited and select the appropriate department.



The screenshot shows a modal window titled "Add User" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Email:** A text input field.
- Department:** A dropdown menu with the placeholder text "Select Department" and a downward arrow.
- Subscriber:** A toggle switch, currently turned off.
- Sealer:** A toggle switch, currently turned off.
- Stamper:** A toggle switch, currently turned off.
- Save:** A blue button at the bottom left of the form.

5. Assign a role to the user:
  - Subscriber : Can sign unlimited documents with a subscription fee.
  - Sealer : Has access to apply an electronic seal.
  - Stamper : Has access to add an electronic stamp.
6. Click **Save** to store the new user.

### 2.13.2 Viewing Affiliated Users

To view affiliated users, follow these steps

1. Log in to the Corporate SysAdmin account.
2. On the homepage, select **User List**.

[User List](#)
[Department List](#)
[Job Role List](#)

[Add User](#)

Per page: 10 | Sort: Name | Search: Name | Type to Search | Clear

Name	Email	Department	Job Role	Role	Certificate Status	Status	Action
sysadmin venus	sysadmin.venus@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input checked="" type="checkbox"/> Subscriber	Active	Active	
Venus Employee	venus.employee@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input type="checkbox"/> Subscriber	Active	Active	

Showing 0 - 2 of 2

3. You will see a list of users affiliated with the corporate certificate, including their email, role, and department.

### 2.13.3 Changing the Role of an Affiliated User

To change an affiliated user's role, follow these steps:

1. Log in to the Corporate SysAdmin account.
2. On the homepage, select **User List**.

[User List](#)
[Department List](#)
[Job Role List](#)

[Add User](#)

Per page: 10 | Sort: Name | Search: Name | Type to Search | Clear

Name	Email	Department	Job Role	Role	Certificate Status	Status	Action
sysadmin venus	sysadmin.venus@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input checked="" type="checkbox"/> Subscriber	Active	Active	
Venus Employee	venus.employee@yopmail.com	HRD		<input checked="" type="checkbox"/> Sealer <input checked="" type="checkbox"/> Stamper <input type="checkbox"/> Subscriber	Active	Active	

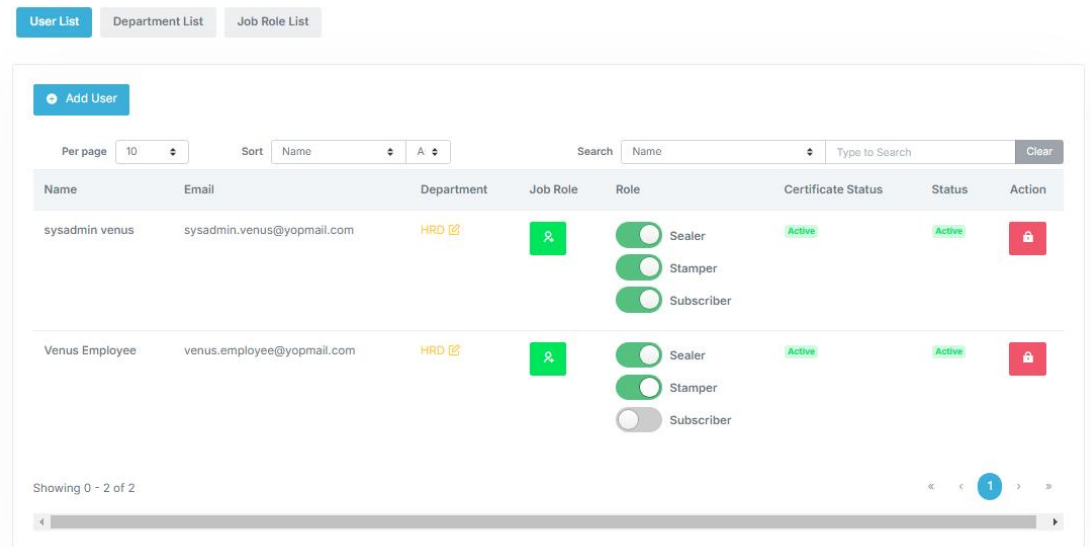
Showing 0 - 2 of 2

3. Click on the role of the user you want to modify to activate or deactivate it.
4. The role change will be applied automatically.

### 2.13.4 Deactivating an Affiliated User

To deactivate an affiliated user, follow these steps.

1. Log in to the Corporate SysAdmin account.
2. On the homepage, select **User List**.



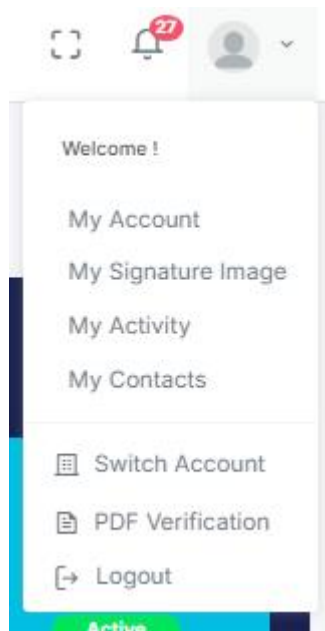
3. Click on the name of the user you want to deactivate.
4. Once deactivated, the user will be unable to access services until reactivated by the SysAdmin.

## 2.14 ezSign Account Management

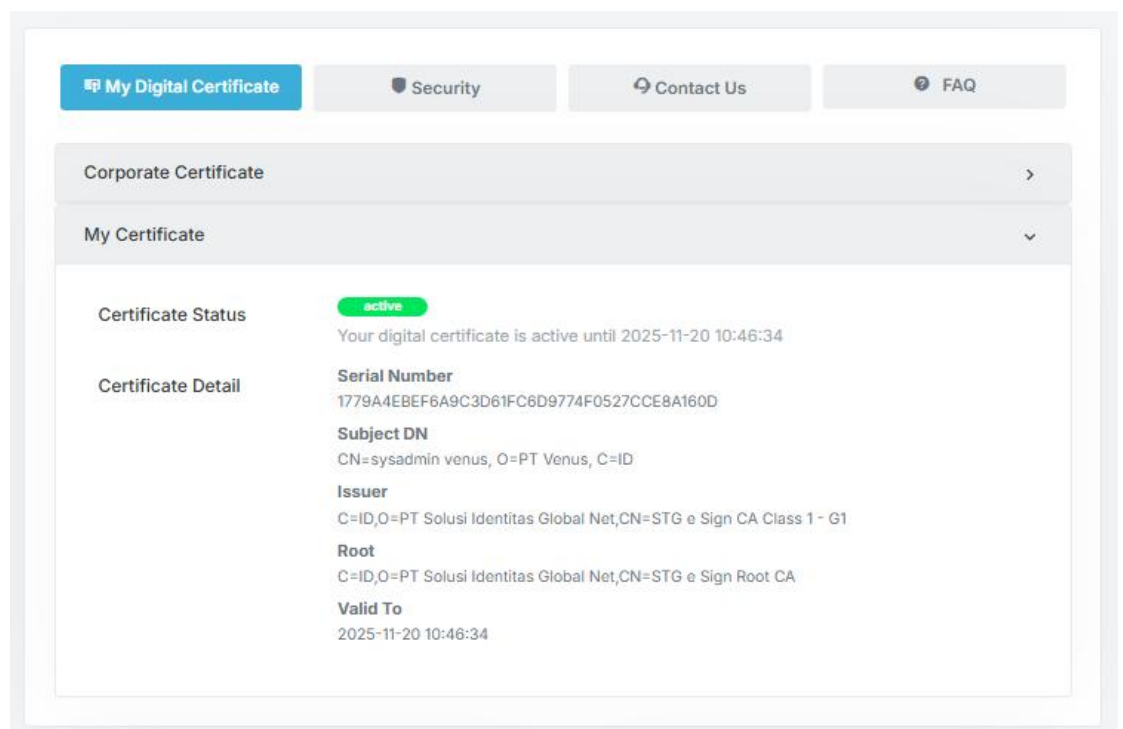
### 2.14.1 Viewing Personal Digital Certificate Details

To view details of a personal digital certificate, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Under **My Digital Certificate**, you will find detailed information about your personal digital certificate.



#### Certificate Details:

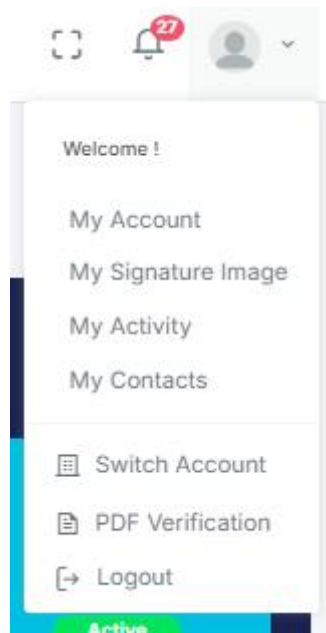
- **Certificate Status** : Displays whether the certificate is active or inactive.
- **Serial Number** : The serial number of the electronic certificate.
- **Subject DN** : The identity of the certificate owner.
- **Issuer** : The entity that issued the certificate.

- **Root** : The primary source that issued the certificate for the electronic certificate provider.
- **Valid From** : The start date of the certificate's validity.
- **Valid To** : The expiration date of the certificate.

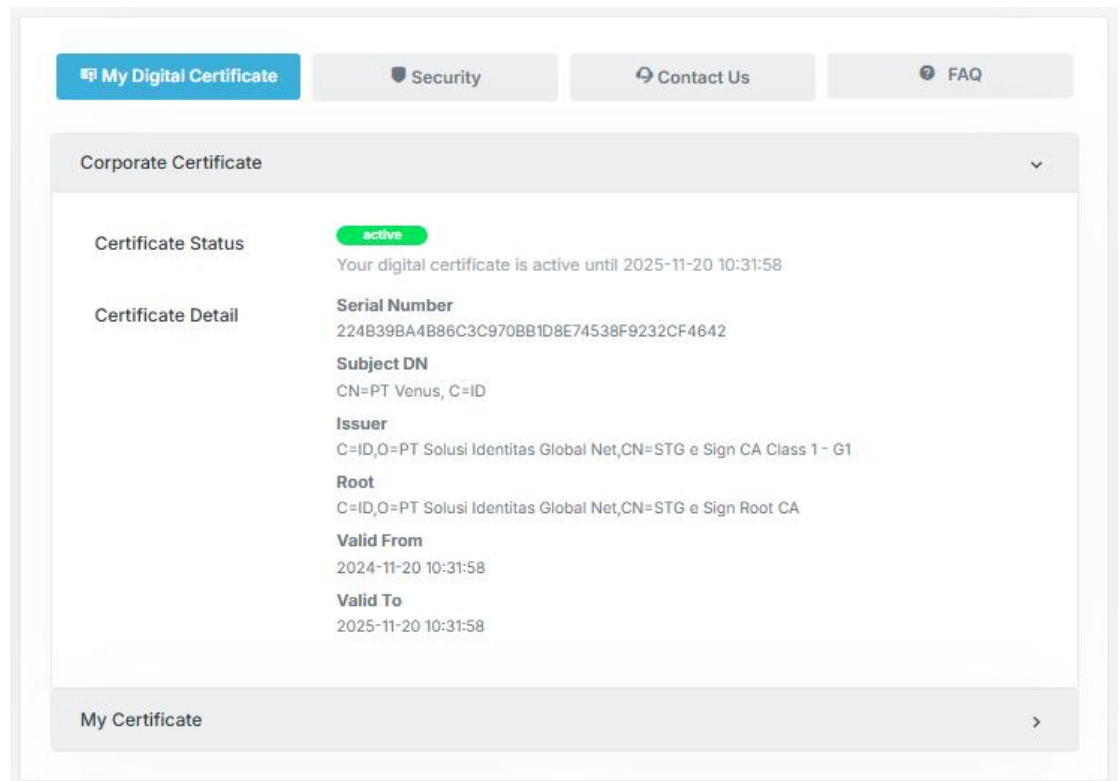
#### 2.14.2 Viewing Corporate Digital Certificate Details

To view details of a corporate digital certificate, follow these steps

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Under **Corporate Certificate**, you will find detailed information about the corporate digital certificate.



#### Certificate Details:

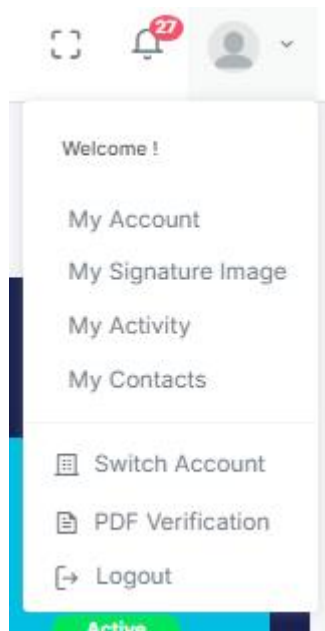
- **Certificate Status** : Displays whether the certificate is active or inactive.
- **Serial Number** : The serial number of the electronic certificate.
- **Subject DN** : The identity of the certificate owner.
- **Issuer** : The entity that issued the certificate.
- **Root** : The primary source that issued the certificate for the electronic certificate provider.
- **Valid From** : The start date of the certificate's validity.
- **Valid To** : The expiration date of the certificate.

#### 2.14.3 Changing Profile Picture

To change your profile picture, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.





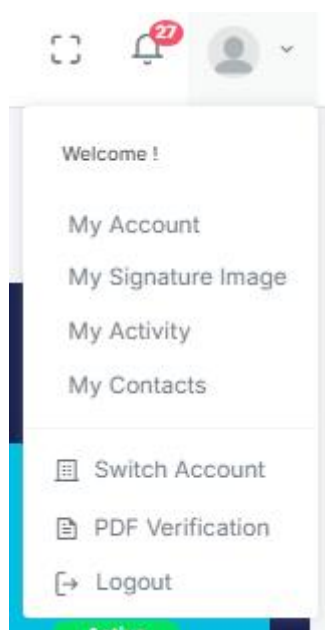
2. Click on the **Profile** section, then click the Edit icon on the profile picture.
3. Choose the image you want to use and click **Update**.
4. Your profile picture will be successfully updated.

## 2.15 Signature Specimen

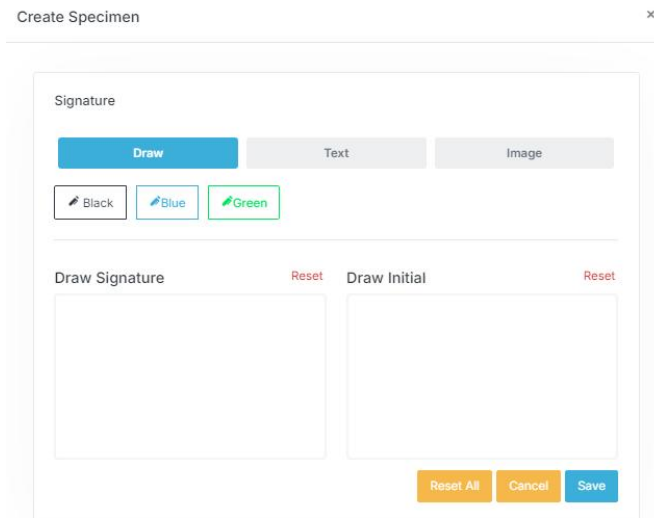
### 2.15.1 Adding a Signature Specimen

To add an electronic signature specimen in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Signature Image**.



2. Click **Add Signature** to add a new specimen.



3. Choose a method to add the specimen:

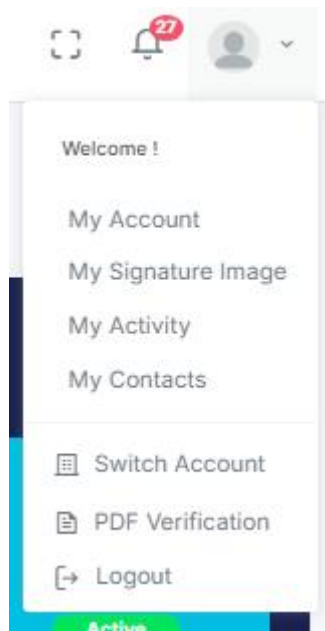
- Draw: Select the Draw tab, then draw your signature.
- Text: Select the Text tab, type your name, and choose a font style.
- Image: Select the Image tab and upload an image of your signature.

4. Once done, click **Save** to store the new specimen.

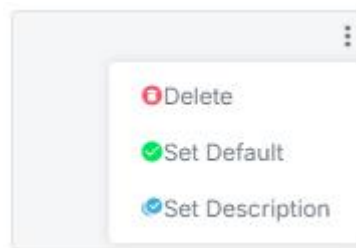
### 2.15.2 Deleting a Signature Specimen

To delete a signature specimen in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Signature Image**.



2. Click the three-dot icon on the specimen you want to delete.

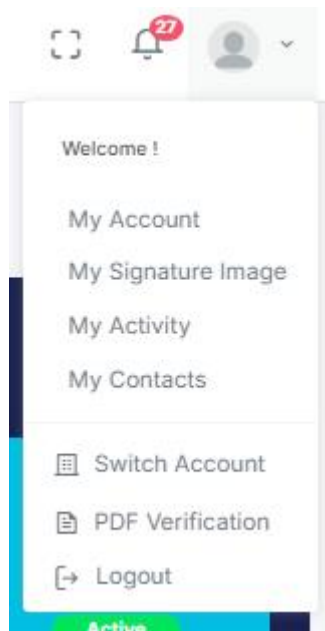


3. Click **Delete**, then select **Yes, delete it!**
4. The specimen will be removed.

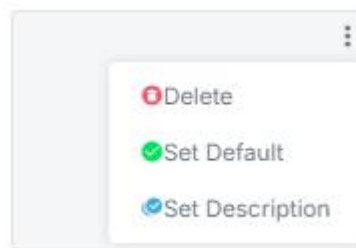
### 2.15.3 Changing the Default Signature Specimen

To change your default electronic signature specimen, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Signature Image**.



2. Click the three-dot icon on the specimen you want to set as default.

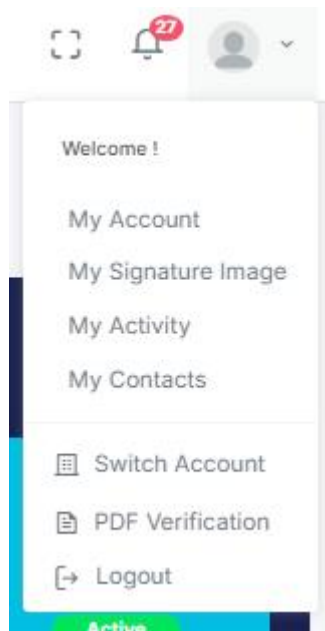


3. Click **Set Default**, and your default specimen will be updated.

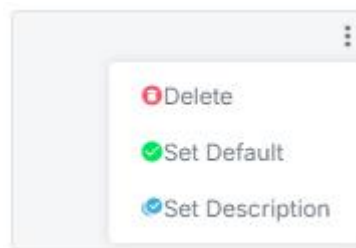
#### 2.15.4 Viewing Signature Specimen Details

To view the details of a signature specimen in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Signature Image**.



2. Click the three-dot icon on the specimen you want to view.



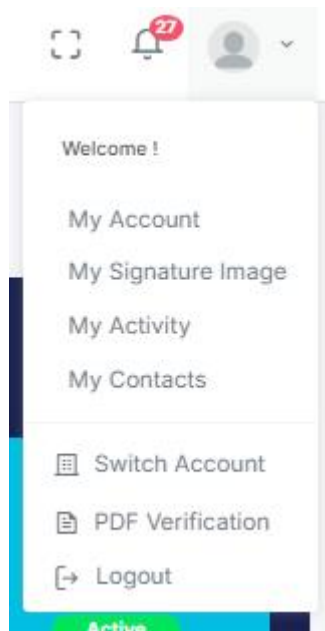
3. Click **Set Description**, and the specimen details will be displayed.

## 2.16 Seal Specimen

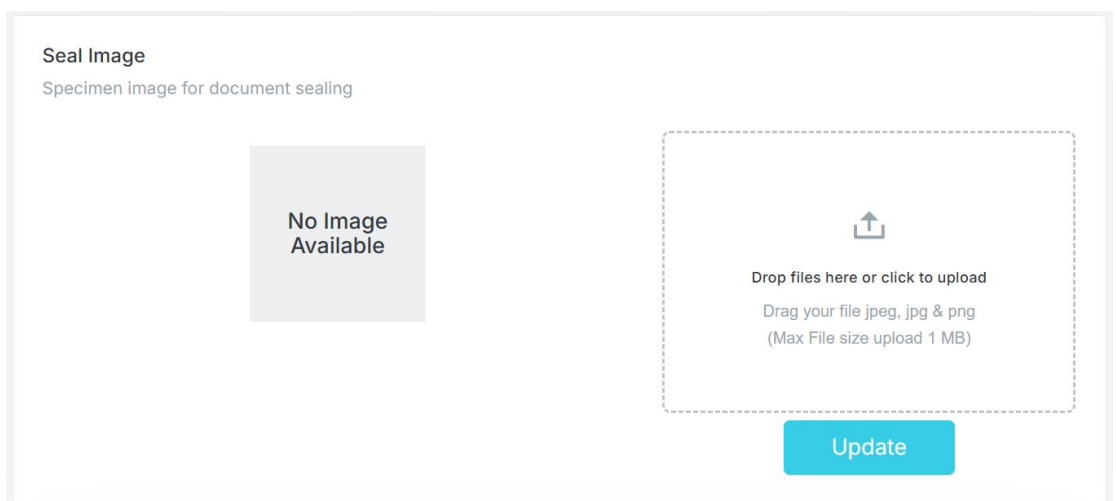
### 2.16.1 Setting a Seal Specimen

To configure an electronic seal specimen in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Scroll to the bottom of the page until you find the **Seal Image** section.

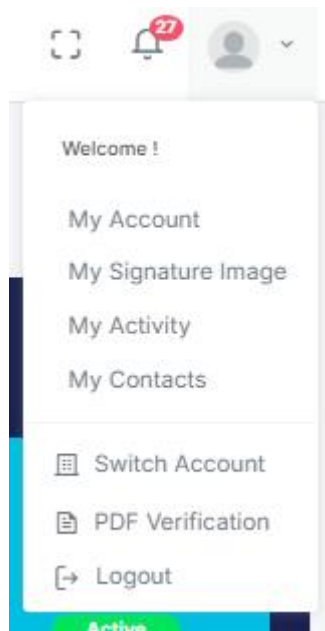


3. Click on the Seal Image area to upload a seal image.
4. Select the image to be used as the seal specimen.
5. Click **Update** to save changes, and your seal specimen will be set.

### 2.16.2 Changing the Seal Specimen

To update your electronic seal specimen, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Scroll to the bottom of the page until you find the **Seal Image** section.
3. Click on the Seal Image area to upload a new seal image.
4. Select the image to be used as the seal specimen.
5. Click **Update** to save changes, and your seal specimen will be updated.

## 2.17 Stamp Specimen

### 2.17.1 Setting a Stamp Specimen

To configure an electronic stamp specimen in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.
2. Scroll to the bottom of the page until you find the **Stamp Image** section.
3. Click on the Stamp Image area to upload a stamp image.
4. Select the image to be used as the stamp specimen.
5. Click **Update**, and your stamp specimen will be set.

### 2.17.2 Changing the Stamp Specimen

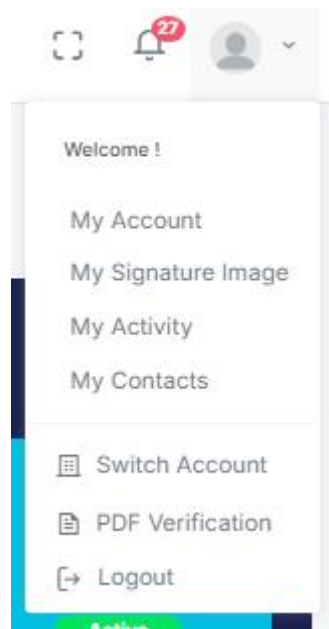
To update your electronic stamp specimen, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.
2. Scroll to the bottom of the page until you find the **Stamp Image** section.
3. Click on the Stamp Image area to upload a new stamp image.
4. Select the image to be used as the stamp specimen.
5. Click **Update** to save changes, and your stamp specimen will be updated.

## 2.18 Changing Password

To change your password in ezSign, follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Go to the **Security** tab and enter your old password and new password.



The screenshot shows a web interface with a top navigation bar containing four buttons: 'My Digital Certificate' (with a document icon), 'Security' (with a shield icon and highlighted in blue), 'Contact Us' (with a speech bubble icon), and 'FAQ' (with a question mark icon). Below the navigation bar is a light blue header bar with the text 'CHANGE PASSWORD'. The form contains three input fields: 'Old Password' with the placeholder 'Enter your old password', 'New Password' with the placeholder 'Enter your password', and 'Confirm New Password' which is currently empty. A green 'Update' button with a refresh icon is located at the bottom right of the form.

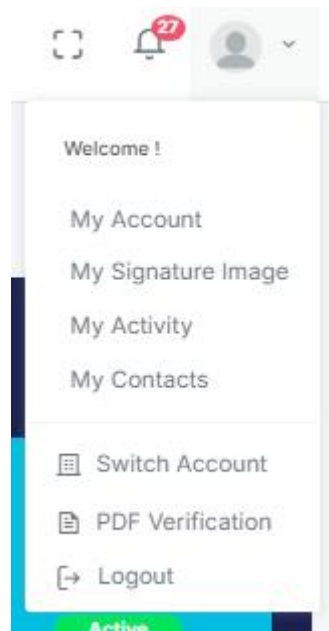
**Requirements :**

- **Old Password** : Enter your current password.
  - **New Password** : Enter a new password.
  - **Confirm New Password** : Re-enter the new password for confirmation.
3. Click **Update**. If the change is successful, a Success notification will appear.

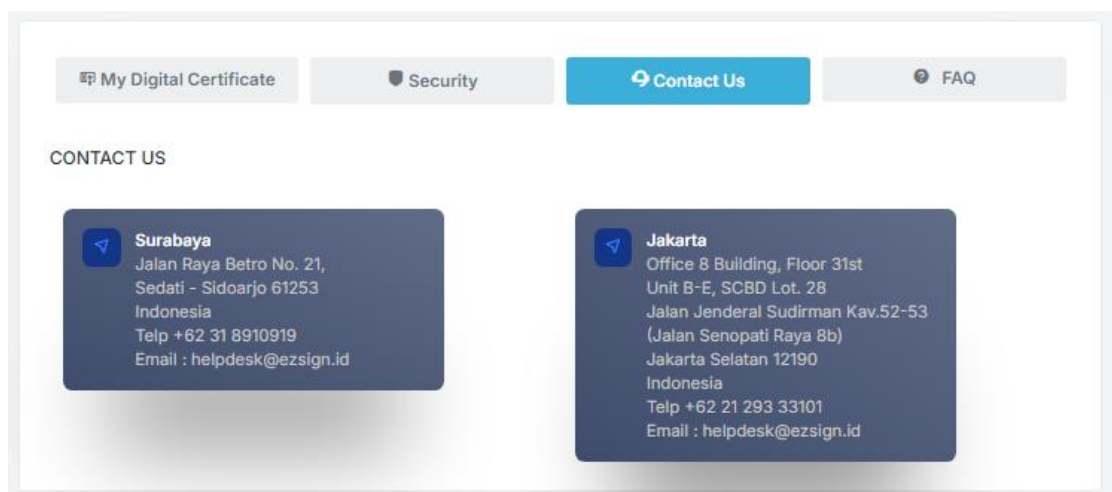
## 2.19 Contact Us

If you encounter any issues or need further assistance, you can find the ezSign helpdesk contact information by following these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.



2. Under the **My Contacts** tab, you will find details such as address, phone number, and email for the ezSign helpdesk.

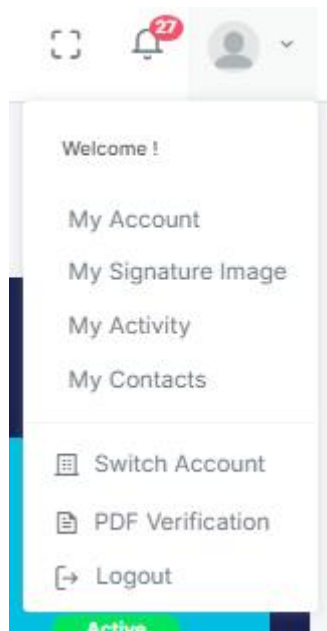


This information can be used to reach out to the support team if needed.

## 2.20 Frequently Ask Question (FAQ)

Users can find answers to common questions about using the ezSign application through the Frequently Asked Questions (FAQ) menu by following these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.

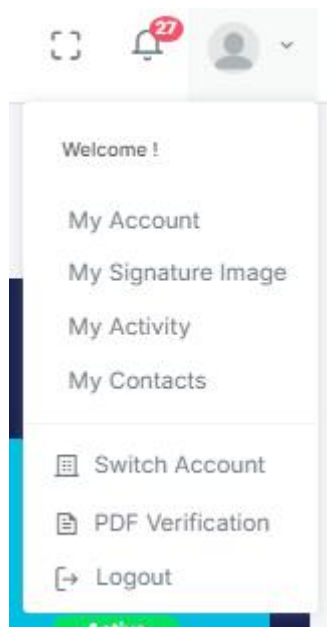


2. Navigate to the FAQ tab to view a list of questions and answers related to the services or features available in the ezSign application.

## 2.21 Viewing Account Activity

Your account activity history can be accessed through the My Activity menu. Follow these steps:

1. Click on the profile picture in the top right corner, then select **My Activity**.



2. All activities performed in your account will be recorded and displayed in this menu.

Activity ezSign > Log > Activity

Show 10 entries Search:

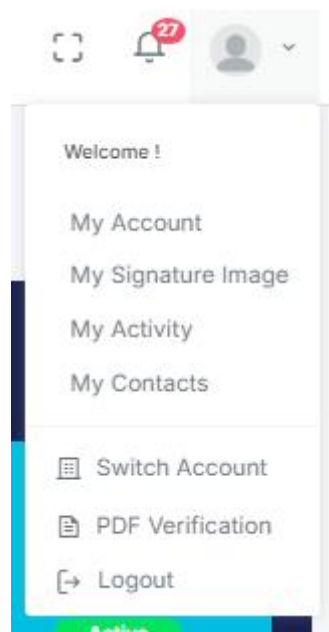
Title	Type	Info	Date	Indicator	IP Address	No. Invoice
SPECIMEN	CREATE	Chrome 13	08/01/2025 15:54:08	Failed	10.80.148.232	
SPECIMEN	UPDATE	Chrome 13	08/01/2025 15:39:13	Success	10.80.148.232	f3f24ef3-8504-480d-8bc9-f7b61594c144
SPECIMEN	CREATE	Chrome 13	08/01/2025 15:37:14	Success	10.80.148.232	f3f24ef3-8504-480d-8bc9-f7b61594c144
SPECIMEN	CREATE	Chrome 13	08/01/2025 15:36:36	Success	10.80.148.232	9a7e41a2-76fb-4c82-9e46-265e67ad269f
SPECIMEN	UPDATE	Chrome 13	08/01/2025 15:36:17	Success	10.80.148.232	07696c30-59a3-40a5-a4f2-8d2aef39bafb
AUTH	LOGIN	Chrome 13	08/01/2025 14:20:40	Success	10.80.148.232	
CONTACT	UPDATE	Chrome 13	08/01/2025 11:24:58	Success	10.80.148.232	
DOCUMENT	OPEN	Chrome 13	08/01/2025 11:02:56	Success	10.80.148.232	288eaa4e-b5ed-4d57-805a-2cbb0fb81e2d
DOCUMENT	OPEN	Chrome 13	08/01/2025 11:02:44	Success	10.80.148.232	131cfd82-276b-4b37-af47-bff1cfc36e3
AUTH	LOGIN	Chrome 13	08/01/2025 08:46:53	Success	10.80.148.232	

« 1 2 3 4 ... »

## 2.22 Switch Account

The Switch Account feature allows users to switch between personal and corporate accounts without logging out of the ezSign application. To switch accounts, follow these steps:

1. Click on the profile picture in the top right corner, then select **Switch Account**.



2. Choose the account you want to use from the available list.

With this feature, users can easily switch between personal and corporate accounts without needing to log out first.

## 2.23 Certificate Key Renewal (Rekey)

### 2.23.1 Rekey 30 Days Before Certificate Expiration

To renew your certificate key (rekey) before its expiration, follow these steps:

1. Ensure your ezSign balance is sufficient for the rekey process.
2. Click on the profile picture in the top right corner, then select **My Account**.
3. Open the **My Digital Certificate** tab, then click **Rekey Certificate**.
4. The system will display a rekey request form. Click Add Signature to approve the form.
5. Click **Submit** to send the rekey request.
6. Select the desired OTP verification method, then enter the OTP sent to your device.
7. Your rekey request has been submitted. Wait for approval from the Registration Authority (RA).
8. You will receive an email notification once the rekey request is approved.

### 2.23.2 Rekey After Certificate Expiration

If your certificate has expired, you must re-register to reactivate your electronic certificate. Follow these steps:

1. Click on the profile picture in the top right corner, then select **My Account**.
2. Open the **My Digital Certificate** tab, then click **Rekey Certificate**.
3. Upload a photo of your KTP (National ID Card).
4. Your NIK (National ID Number) and Name will be auto-filled based on the uploaded KTP. Ensure all additional data is correctly entered.
5. Enter your active phone number, then click Send OTP.
6. Enter the OTP received via SMS, then click **Next**.
7. Follow the instructions to take a selfie. Click Take to capture the image or Retake if needed.
8. If the photo is correct, click **Next**.

9. Click the **Privacy Policy Document** link, read it fully, and click **Agree**.
10. Repeat this process for the Owner Agreement Document and Guarantee Policy Document.
11. Once all documents are agreed upon, click **Finish**.
12. Your rekey request has been submitted, and you will be redirected to the ezSign dashboard.
13. Wait for approval from the RA to reactivate your account.

## **2.24 Certificate Revocation (Revoke)**

### **2.24.1 Personal Account Revocation**

To revoke a certificate for a personal account, follow these steps:

1. Send an email to [helpdesk@ezsign.id](mailto:helpdesk@ezsign.id) with the subject “Request for Personal User Certificate Revocation”, using the email address registered with the certificate.
2. After receiving the revocation request form from the Registration Authority (RA), complete and sign it using the certificate to be revoked.
3. The RA Administrator will verify the applicant's data.
4. If the applicant's data is valid, the RA Administrator will revoke the certificate.
5. The applicant will receive an email notification confirming the certificate revocation.

### **2.24.2 Corporate Account Revocation**

#### **A. Revocation by an Affiliated Corporate User**

1. Send an email to [helpdesk@ezsign.id](mailto:helpdesk@ezsign.id) with the subject “Request for Corporate User Certificate Revocation”, using the registered email address and CC to the Corporate SysAdmin.
2. After receiving the revocation request form from the RA, complete and sign it using the certificate to be revoked.
3. The RA Administrator will verify the applicant's data.
4. If the data is valid, the RA Administrator will revoke the certificate.

5. The Corporate SysAdmin will receive an email notification confirming the certificate revocation.

## **B. Revocation by the SysAdmin**

1. Send an email to [helpdesk@ezsign.id](mailto:helpdesk@ezsign.id) with the subject “Request for Corporate User Certificate Revocation by SysAdmin”, using the registered email address and CC to the user to be revoked.
2. After receiving the revocation request form from the RA, complete the form and attach a Letter of Authorization from the user whose certificate is being revoked. The form and authorization letter must be signed using the respective electronic certificates.
3. The RA Administrator will verify the applicant's data.
4. If the data is valid, the RA Administrator will revoke the requested certificate.
5. The user whose certificate has been revoked will receive an email notification confirming the revocation.