ETH *zürich*

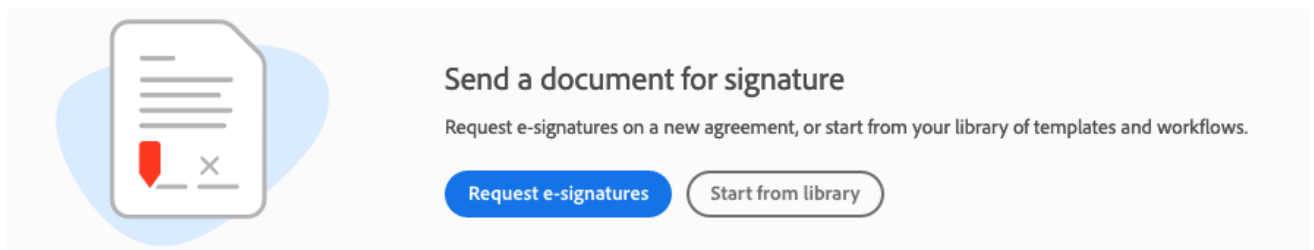# Electronic Signature Service by Adobe (eSign)

Secure and trustworthy electronic signature as a complete digital workflow.

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

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"

- 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 law[3] and approved in ETH financial regulations[4].
- 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]

---

[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)