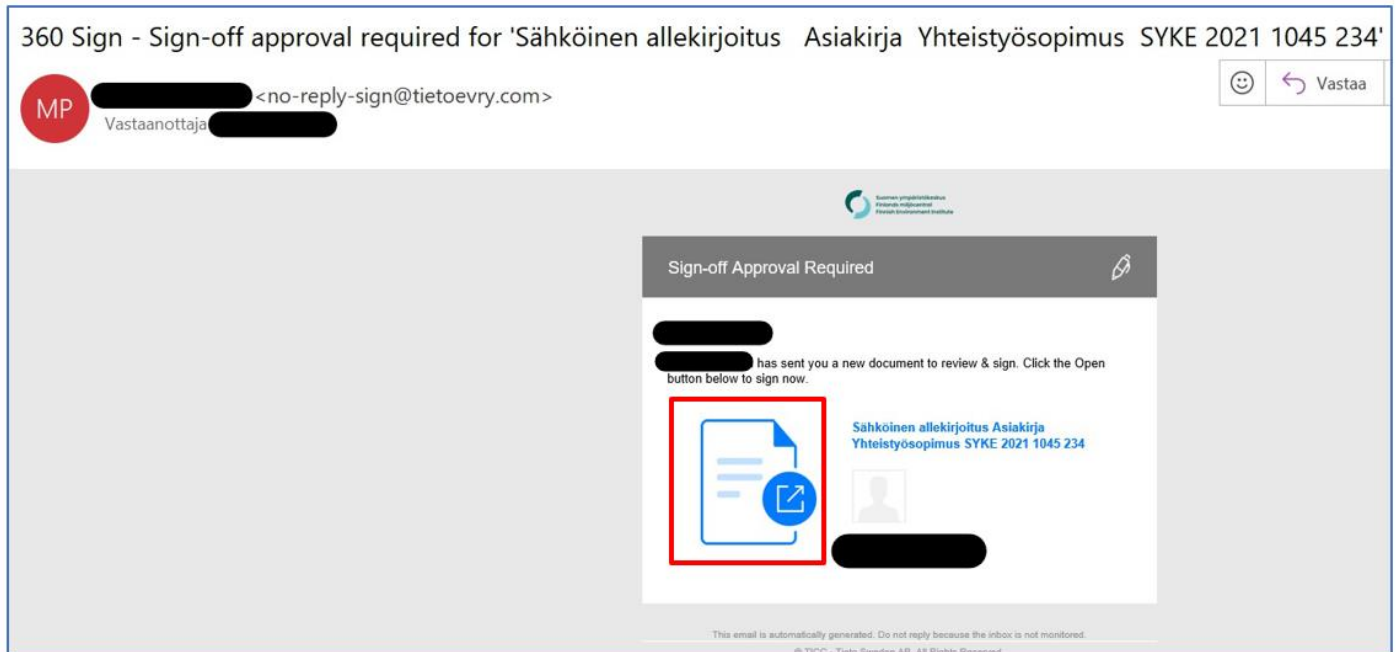


How to login into Syke's signing service 360 Sign

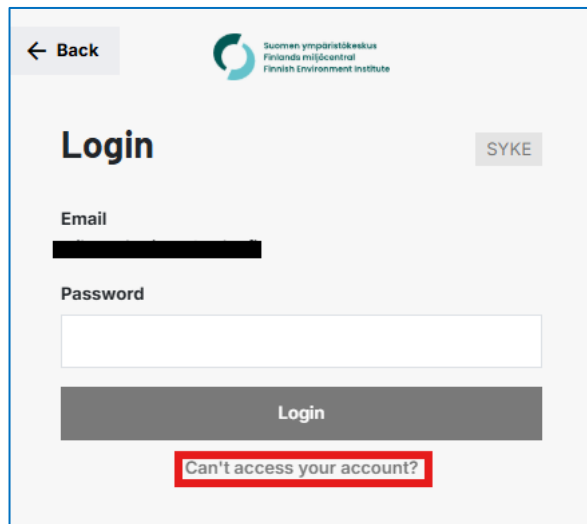
When someone asks you to sign document, you get an e-mail notification with a link to 360 Sign. **If you don't find signing request from incoming mails, please check your spam folder:**



Login with your e-mail address and choose **NEXT**:

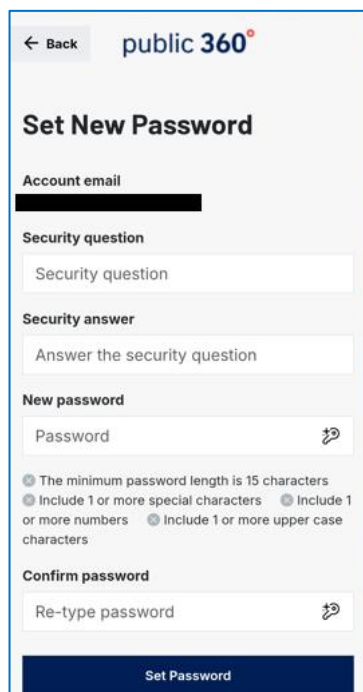
The screenshot shows the login page of the 360 Sign service. At the top left is a "Back" button with a left arrow. The Finnish Environment Institute logo is at the top center. The page title is "Login" with a "SYKE" button to its right. Below the title is an "Email" label and a text input field containing a redacted email address. A large grey "Next" button is below the input field. Underneath the "Next" button is a checkbox labeled "Remember email" which is checked. At the bottom, there is a "SigningHub ID" section with the Finnish Environment Institute logo and a text input field.

When you login for the first time, choose **Can't access your account?**:



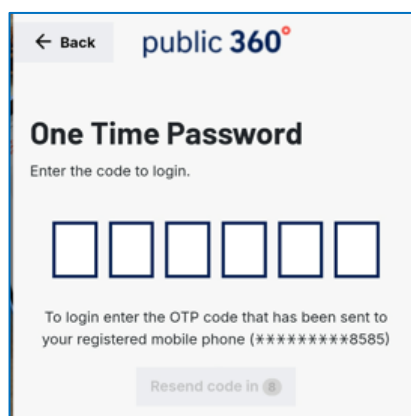
The screenshot shows the login page of the Finnish Environment Institute. At the top left is a 'Back' button with a left arrow. To its right is the logo and name of the 'Suomen ympäristökeskus / Finnish Environment Institute'. The main heading is 'Login'. To the right of the heading is a button labeled 'SYKE'. Below the heading are two input fields: 'Email' (with a blacked-out value) and 'Password' (empty). Below these fields is a large grey 'Login' button. At the bottom, there is a red-bordered button labeled 'Can't access your account?'.

Set **password** (15 characters, 1 capital letter, 1 number, 1 special character), **security question** and **security answer** as instructed in e-mail:



The screenshot shows the 'Set New Password' page in the 'public 360' system. At the top left is a 'Back' button with a left arrow. To its right is the 'public 360' logo. The main heading is 'Set New Password'. Below the heading are several sections: 'Account email' (with a blacked-out value), 'Security question' (with a text input field), 'Security answer' (with a text input field), 'New password' (with a password input field and a strength indicator icon), and 'Confirm password' (with a 'Re-type password' input field and a strength indicator icon). Below the 'New password' field, there are four small icons with text: 'The minimum password length is 15 characters', 'Include 1 or more special characters', 'Include 1 or more numbers', and 'Include 1 or more upper case characters'. At the bottom is a dark blue button labeled 'Set Password'.

Verify login with SMS which 360 Sign sends to your mobile phone.



The screenshot shows the 'One Time Password' verification page in the 'public 360' system. At the top left is a 'Back' button with a left arrow. To its right is the 'public 360' logo. The main heading is 'One Time Password'. Below the heading is the text 'Enter the code to login.' followed by six empty square boxes for entering the code. Below the boxes is the text 'To login enter the OTP code that has been sent to your registered mobile phone (*****8585)'. At the bottom is a button labeled 'Resend code in 3' with a circular arrow icon.

Signing document in 360 Sign

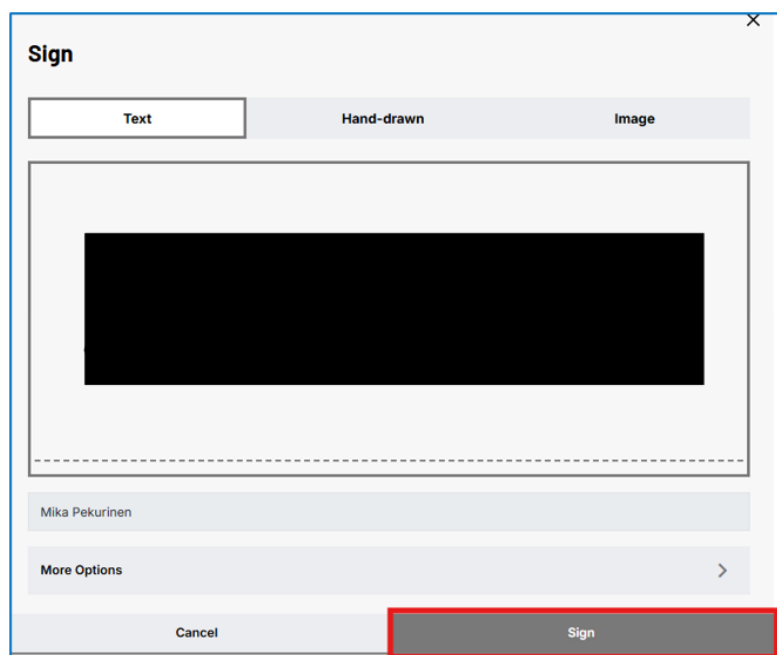
Read the document before signing. When you are ready to sign choose **Go to field**:

The screenshot shows the 360 Sign interface. At the top, a yellow bar indicates 'Actions Required' and '0 / 1 Completed'. A red box highlights the 'Go to field' button in the top right corner. The main area displays a document preview for 'Testiallekirjoitus' (Electronic Signature) from the 'Suomen ympäristökeskus' (Finnish Environment Institute). The document includes the date '16.9.2026' and the reference 'SYKE/2021/1045'. The sidebar on the right contains a 'Recipients' section with a 'PENDING' status, a 'Signer' field, and a 'Details' button. Below this, the 'Actions' section includes 'Download' and 'Print' buttons. The 'Signing' section at the bottom of the sidebar lists 'Go to field', 'Bulk Signing', 'Delegation', and 'Decline' options.

Your signing field is shown yellow. Double click your signing field:

The screenshot shows the 360 Sign interface with a document preview. The document is titled 'Asiakirja: SYKE/2021/1045-413 Testiasiakirja' (Document: SYKE/2021/1045-413 Test Document). It includes the logo of the 'Suomen ympäristökeskus' (Finnish Environment Institute) and the text 'Asiakirjan sähköinen allekirjoitus' (Electronic Signature). The document content states: 'Seuraavat henkilöt (organisaationimen mukaisessa aakkosjärjestyksessä) ovat allekirjoittaneet tämän asiakirjan sähköisesti. / Följande personer (i bokstavsordning efter organisationens namn) har undertecknat detta dokument elektroniskt. / This document has been electronically signed by the following persons (in alphabetical order according to their organization's name):'. Below this text, there is a yellow rectangular box labeled 'Sign here' with a red border, indicating the signing field.

Choose **Text** and then **Sign**:



Sign

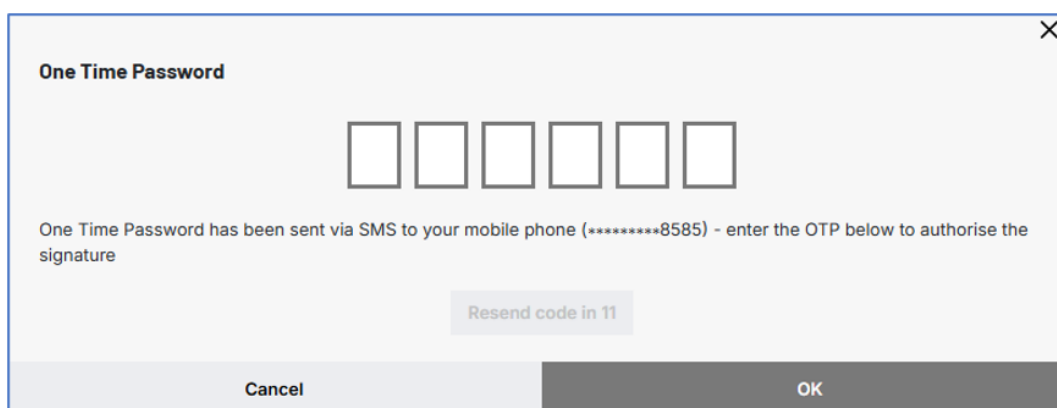
Text Hand-drawn Image

Mika Pekurinen

More Options >

Cancel Sign

Fill in one-time password which is sent to your mobile phone as SMS to verify signing:



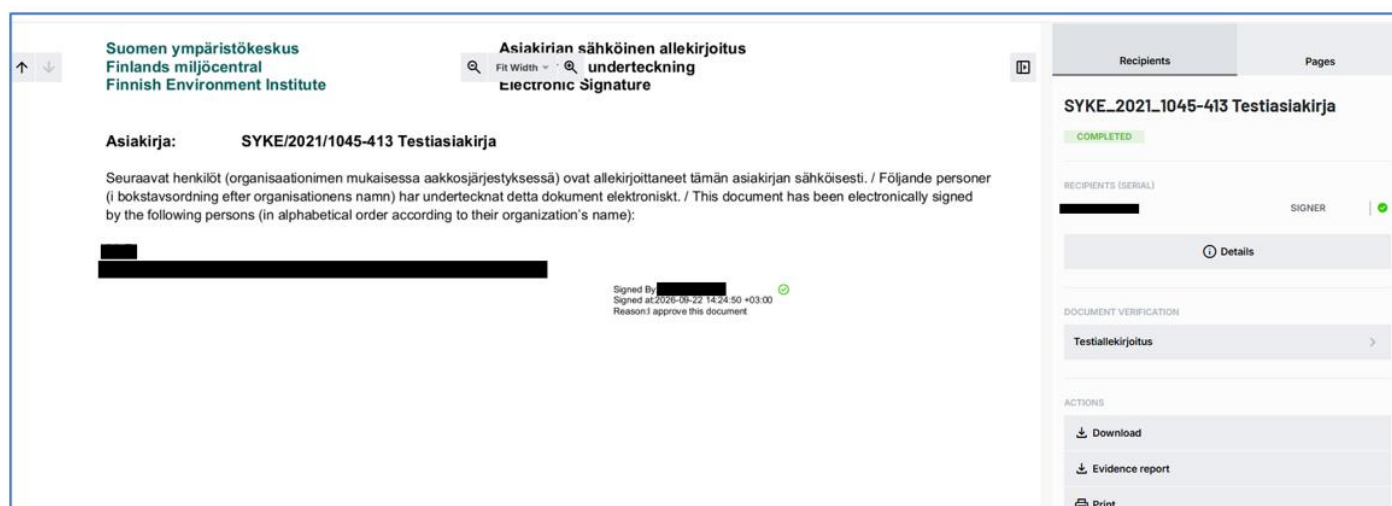
One Time Password

One Time Password has been sent via SMS to your mobile phone (*****8585) - enter the OTP below to authorise the signature

Resend code in 11

Cancel OK

Signing page view after signing:



Suomen ympäristökeskus
Finlands miljöcentral
Finnish Environment Institute

Asiakirjan sähköinen allekirjoitus
underteckning
Electronic Signature

Asiakirja: SYKE/2021/1045-413 Testiasiakirja

Seuraavat henkilöt (organisaationimen mukaisessa aakkosjärjestyksessä) ovat allekirjoittaneet tämän asiakirjan sähköisesti. / Följande personer (i bokstavsordning efter organisationens namn) har undertecknat detta dokument elektroniskt. / This document has been electronically signed by the following persons (in alphabetical order according to their organization's name):

Signed By [redacted]
Signed at 2021-09-22 14:28:50 +03:00
Reason: I approve this document

Recipients Pages

SYKE_2021_1045-413 Testiasiakirja

COMPLETED

RECIPIENTS (SERIAL)

SIGNER

Details

DOCUMENT VERIFICATION

Testiallekirjoitus

ACTIONS

Download

Evidence report

Print

Signed documents can be downloaded from 360 Sign for 90 days.

[Privacy notice on processing personal data in 360 Sign \(in Finnish\)](#)