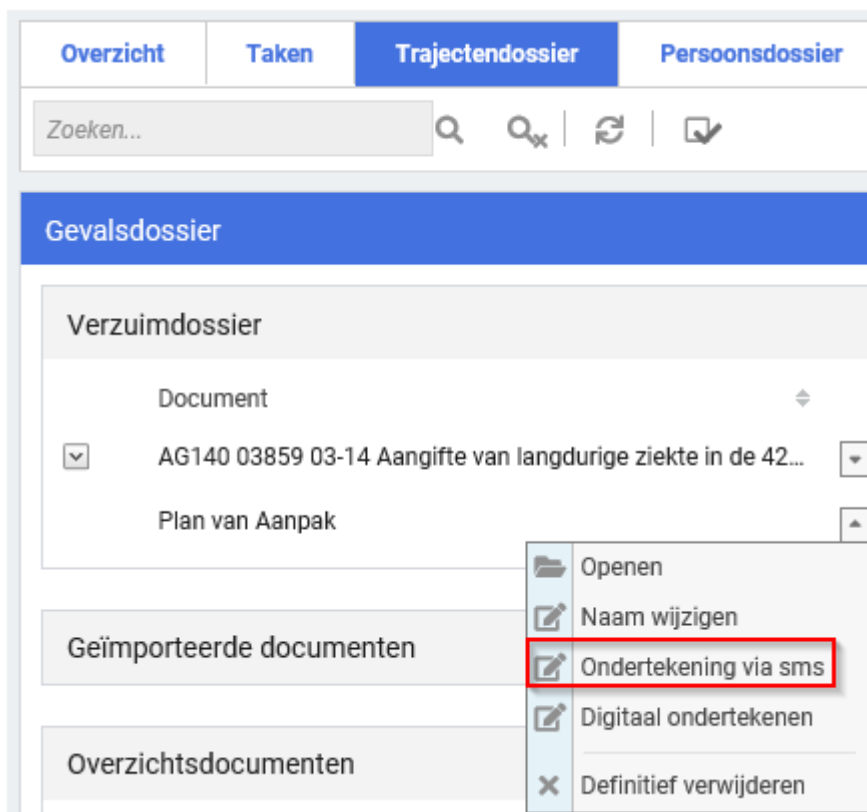


Sign documents via DialoogXpert

In the 'Workflow Case file' tab, there are documents. It is possible to have the documents digitally approved by both the employee and the employer. The process is as follows:

Step 1:

Select the document and click on 'Signature via SMS'



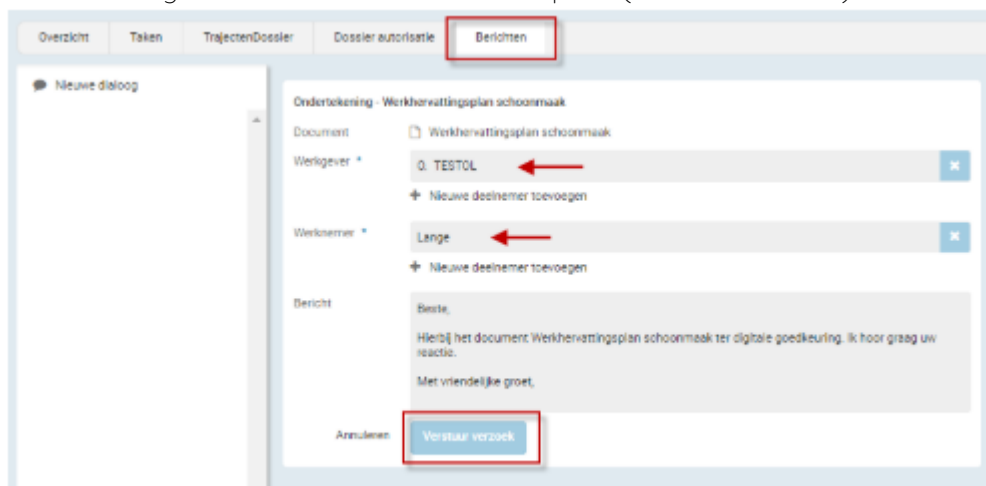
A new dialogue is now automatically started under the 'Messages' tab, see Step 2.

If you want to sign digitally on-site and not remotely via Secure Communication, use the 'Digital Signature' (Digitaal ondertekenen) option and get more information [here](#)!



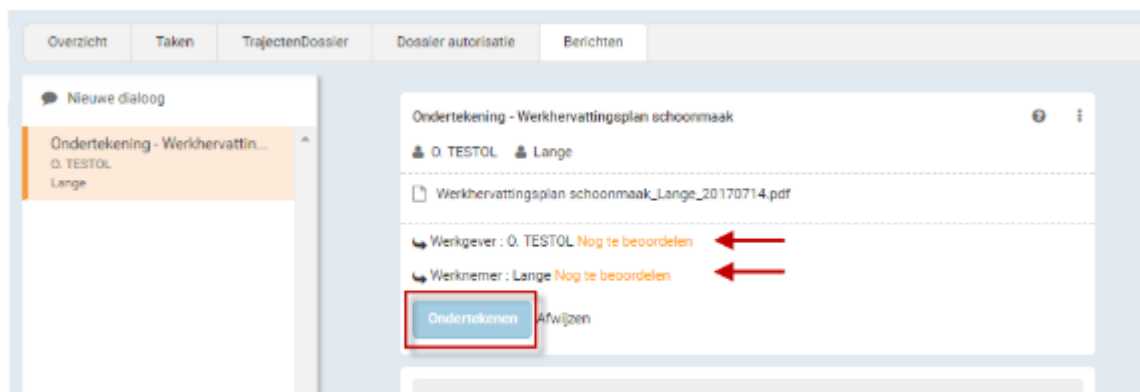
Step 2:

Indicate the signatories and click on 'Send request' (Verstuur verzoek).



Step 3:

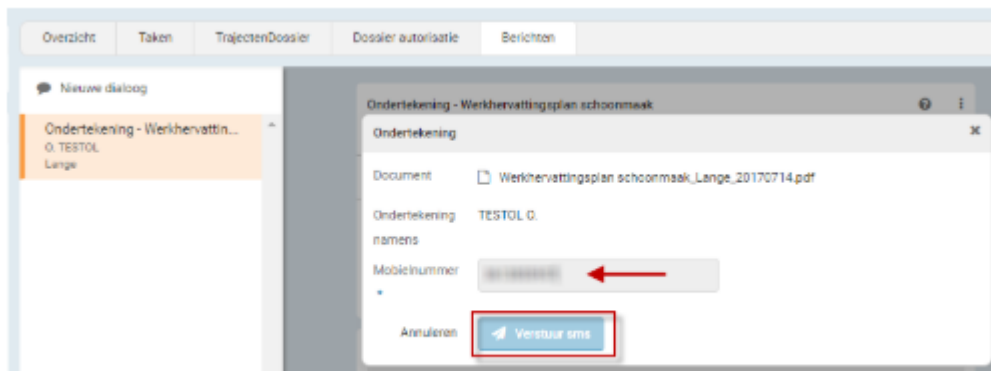
The request has been sent. The status of the signatures from the manager and employee is displayed. As a manager, you can now sign the document by clicking 'Sign.'



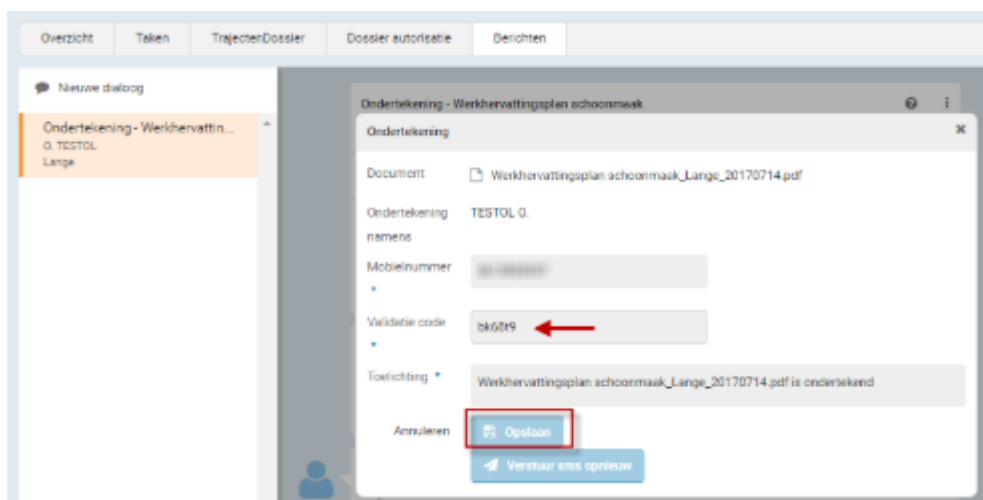
Step 4:

The signing is done via an SMS code. Enter the mobile phone number and click on 'Send SMS.'

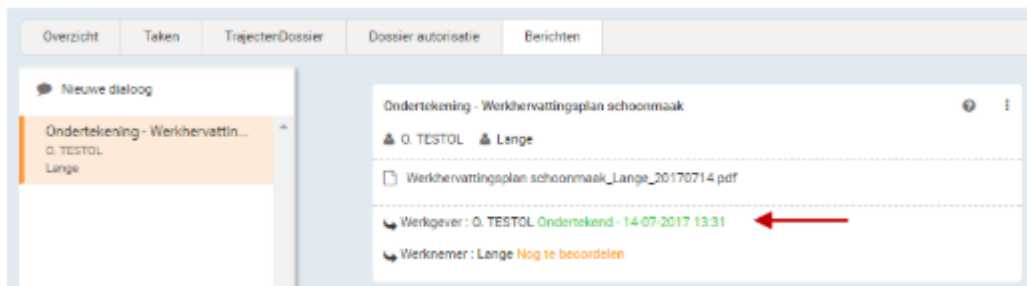




Step 5:
Enter the SMS code and click on 'Save' (Opslaan).

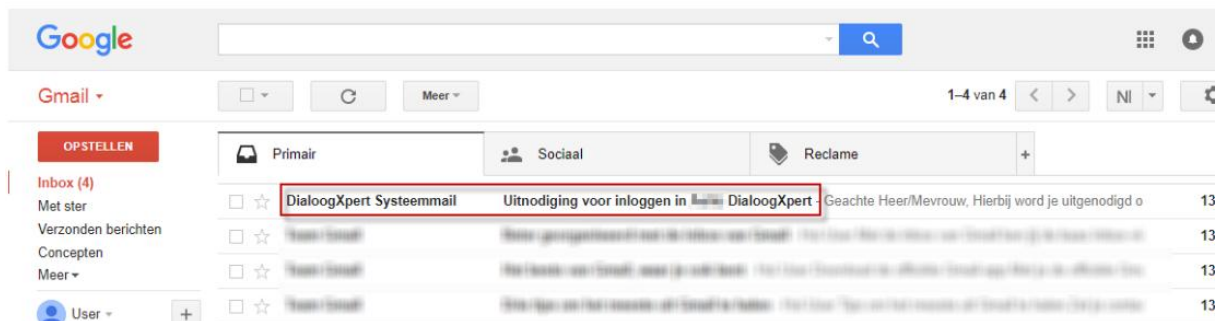


Step 6:
The status of the signature from the Employer is now 'Signed.'



Step 7:
The employee will now receive an invitation to their email address to log in.



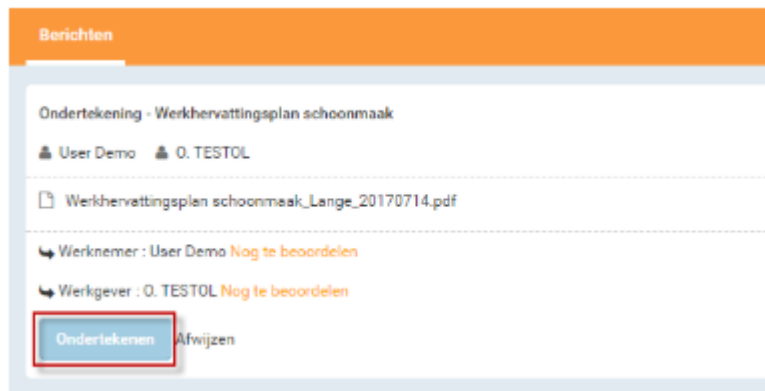


The employee must then:

- Register with the messaging service of XpertSuite;
- Agree to the terms of use and log in;
- Enter a password;
- Enter their mobile number;
- Fill in their personal details (initial, first name, last name).

Step 8:

The employee will access their inbox. The document to be signed will be visible there. The employee can then sign the document as shown in Step 4.



Setup and authorizations

For the setup of digital signing and Dialogo Xpert, see:

<https://support.othersideatwork.nl/support/solutions/articles/76000036038-instellen-veilig-communiceren-dialogoxpert->

