



SIGNELEC

Banque de France Product for Online Electronic Signature

eIDAS Qualified Electronic Signature

User guide



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Contact points at the Banque de France

For any inquiries, please contact:

- 2116-STARTUP-UT@banque-france.fr for any technical questions,
- neucpmtn.issuers@banque-france.fr for any functional questions.

Introduction

Banque de France offers an online electronic signature product to assist external organizations in electronically signing documents. This product takes the form of a website accessible on the Internet.

This product enables "qualified" eIDAS electronic signatures, which offer the highest level of security in terms of electronic signatures.

However, qualified level signing requires some prerequisites to be met – these are described in the following chapter "What are the prerequisites for signing electronically at the qualified eIDAS level?".

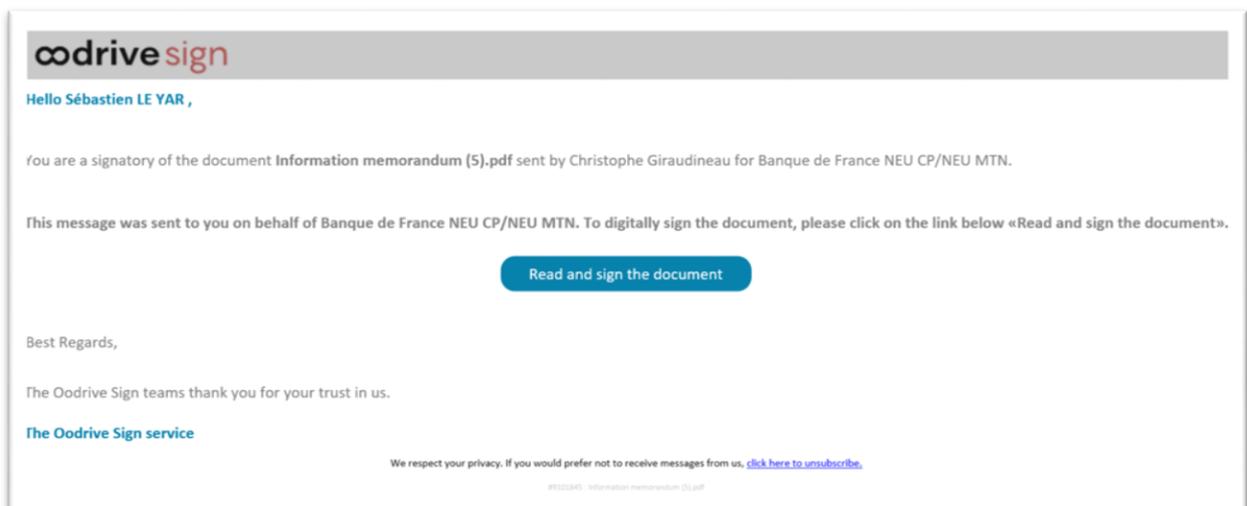
These prerequisites are essential and must be completed for the first time before any qualified level electronic signing.

What are the prerequisites for signing electronically at the qualified eIDAS level ?

Please follow the steps described in the "Technical Prerequisites" document.

How can I sign electronically once the prerequisites are met?

1. I receive an email in my inbox inviting me to sign electronically. Example:



For security reasons, this email is strictly personal and must not be forwarded.

2. By clicking the button in the email, the link containing the document to be signed opens via the web browser.



3. I check the box "I have read and accept the terms of the document" and then click the button.

I have read and accept the terms of the agreement

Sign

The screenshot shows the 'drive sign' Signatures interface. The document is titled 'Negotiable Commercial Paper (Negotiable European Commercial Paper - NEU CP)' with a trade name defined in article D.213-1 of the French monetary and financial code. It is a 'Not guaranteed programme' with an 'INFORMATION MEMORANDUM' table. The user profile on the right is for Sébastien LE YAR, with an email address 'sebastien.leyar.external2@banque-france.fr'. A checkbox is checked, indicating the user has read and accepted the terms of the agreement. A link to 'General Conditions of Signature' is provided. At the bottom right, there are 'Don't sign' and 'Sign' buttons.

INFORMATION MEMORANDUM	
Name of the programme	COFACE SA, NEU CP (ID Programme 1783)
Name of the issuer	COFACE SA
Type of programme	NEU CP
Writing language	English
Programme size	700 000 000 EUR
Guarantor(s)	Not applicable
Rating(s) of the programme	Rated by FITCH RATINGS MOODY'S
Arranger(s)	Société Générale
Introduction advisor	None
Legal advisor	None
Issuing and paying agent(s) (IPA)	SOCIETE GENERALE
Dealer(s)	COFACE SA BNP PARIBAS BRED BANQUE POPULAIRE CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK NATIXIS

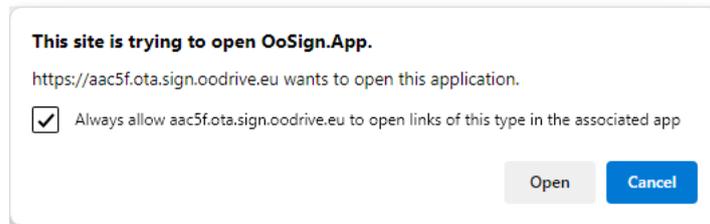
4. I verify that the USB key or smart card containing the electronic signature certificate is properly connected to my computer, then I click the "Open Application" button.

Note: **If I have not met all the prerequisites, no application will open when I click "Open Application": I must then verify that the prerequisites in the chapter "What are the prerequisites for signing electronically at the qualified eIDAS level?" are met.**

The screenshot shows a 'Verifying your identity' pop-up window. It asks: 'Do you have an electronic signature certificate on USB security key in your possession?'. Below the text is an illustration of a USB security key. Further down, it asks: 'Do you have the two applications: [Configuration of cief.exe](#) and [Signature.exe](#) on your device?'. There is a checkbox labeled 'This souvenir of my choice' which is currently unchecked. At the bottom, there is an 'Open App' button.

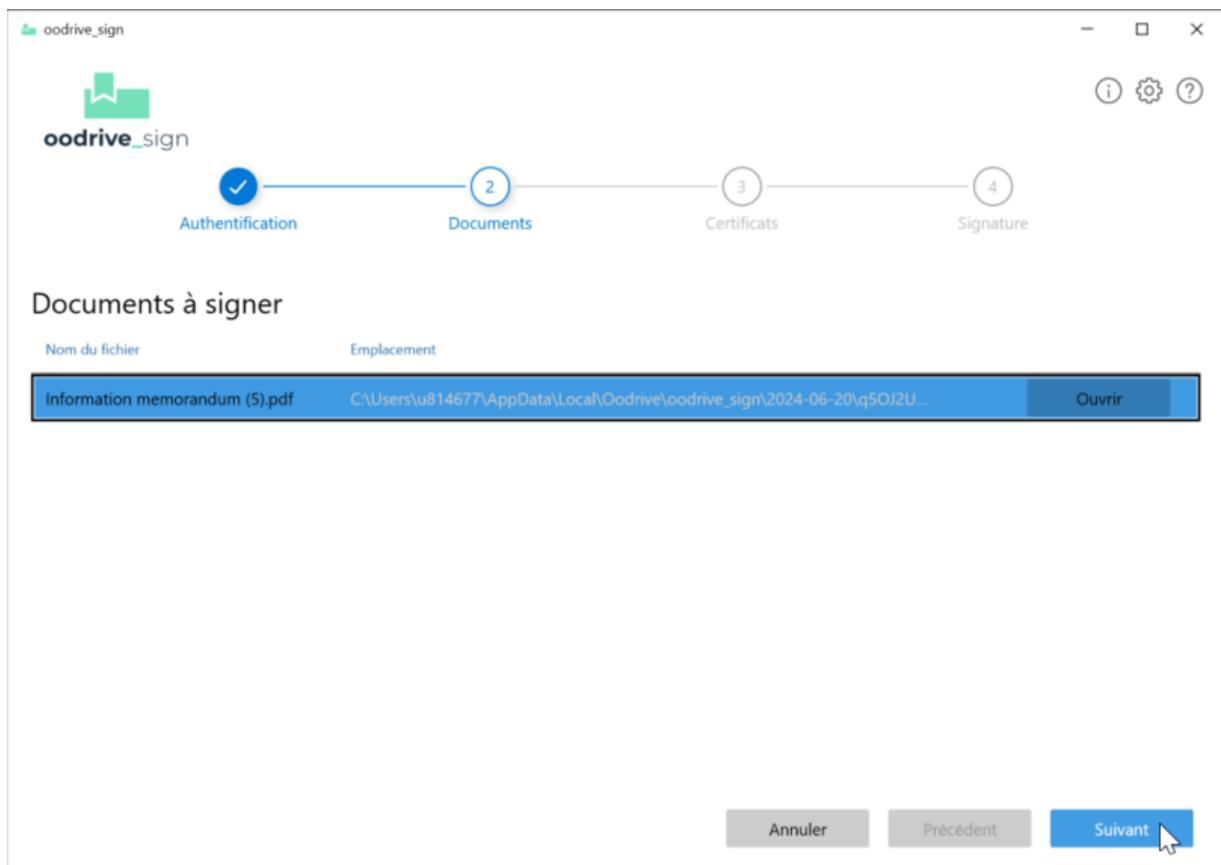
If necessary, I click the "Open" button that appears in the pop-up window of my browser.

Note: To avoid displaying this pop-up window for future electronic signatures, you can check "Always allow...".

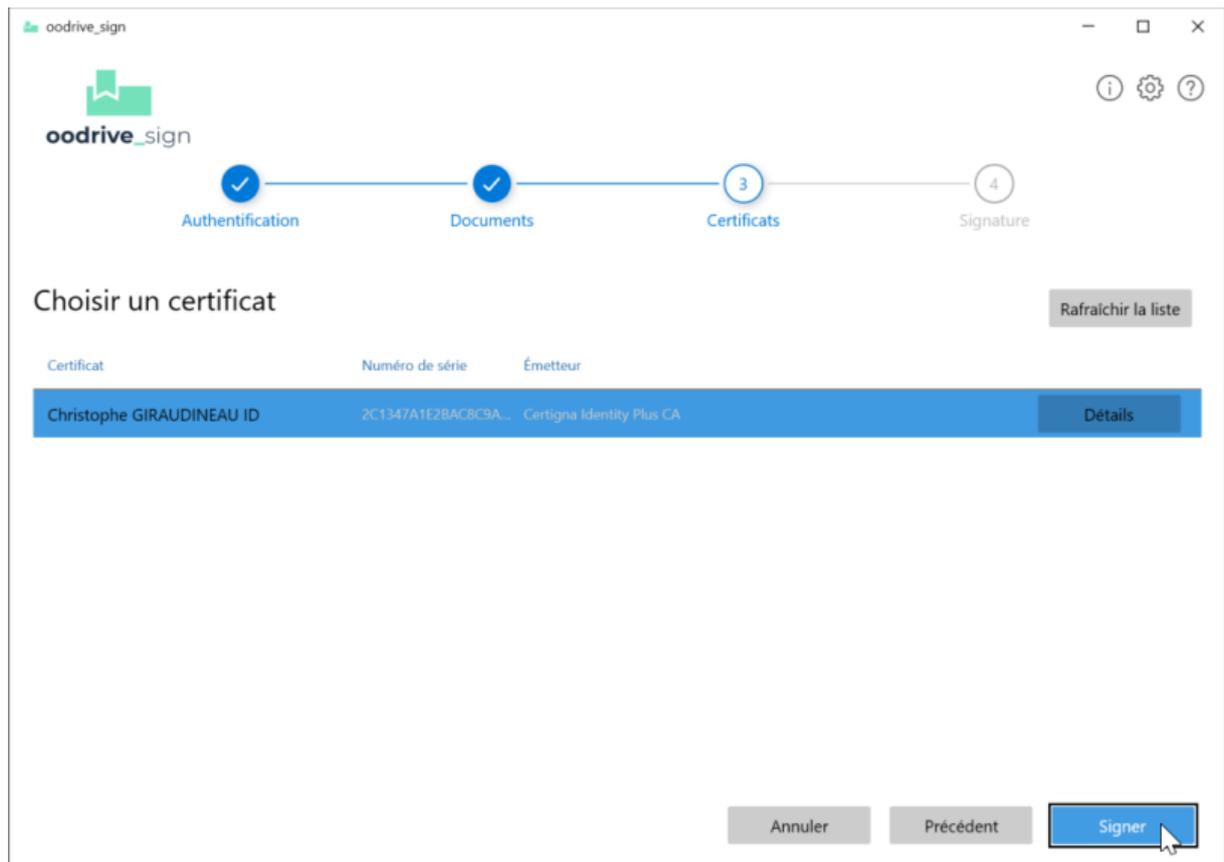


5. I have the option to view the document one last time before the electronic signing act. To do this, I click the "Open" button.

I click the "Open" button. Then I click the "Next" button.

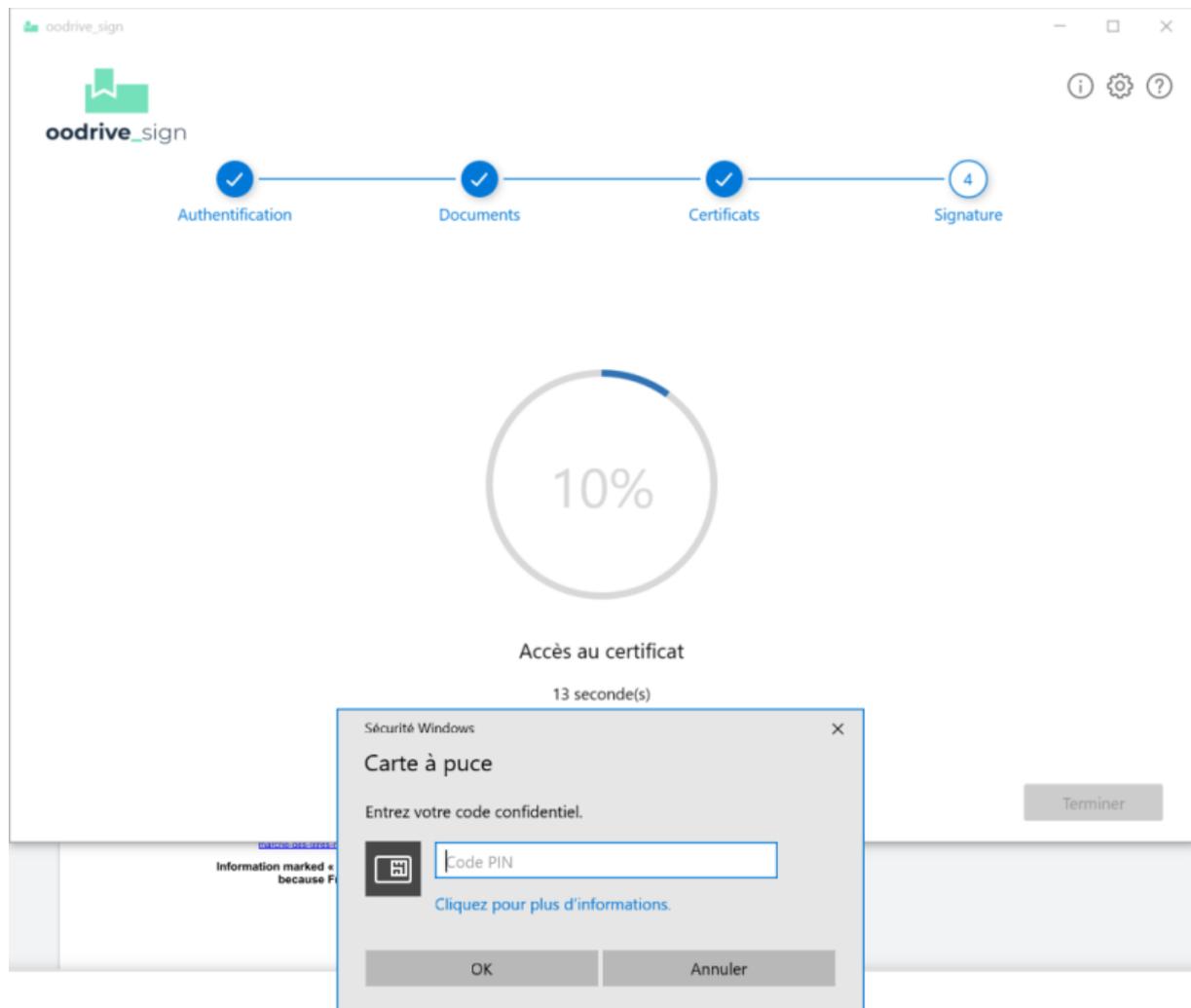


6. If I agree to sign the document electronically, I click the "Sign" button.

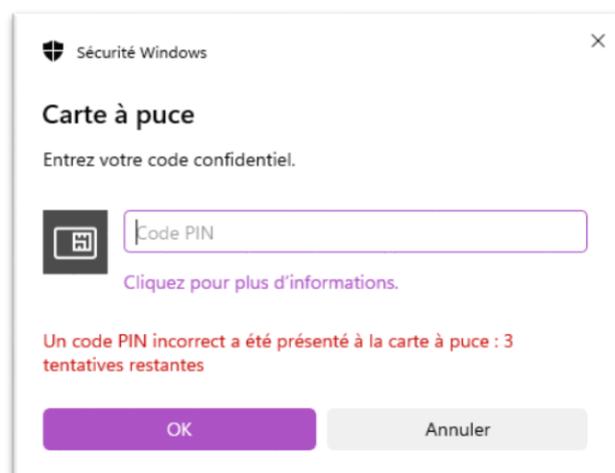


7. A pop-up window opens to enter the PIN code of my USB key or smart card. Once the code is entered, I click the "OK" button.

Note: If the PIN code entry window does not appear, I check that it is not opened in the background of the application.

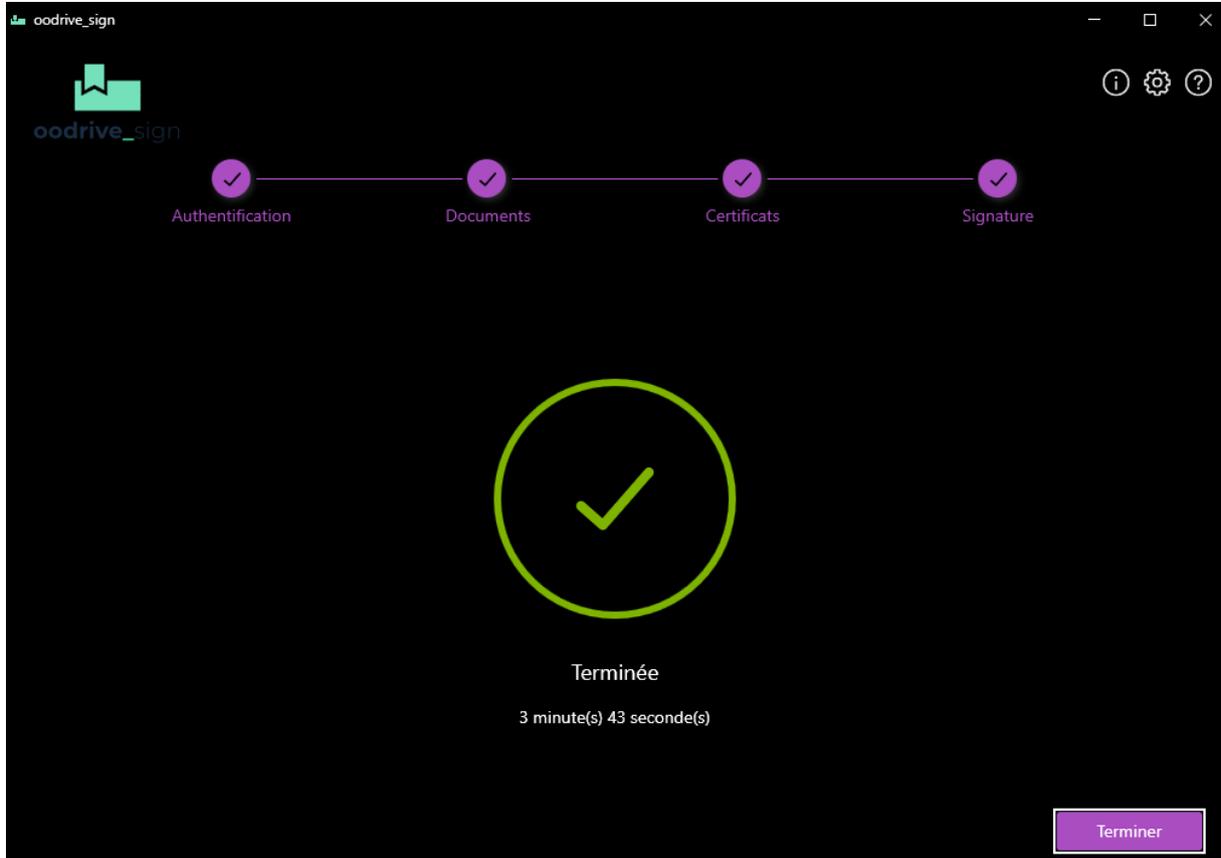


Warning, the number of PIN code entry attempts is limited to 3.

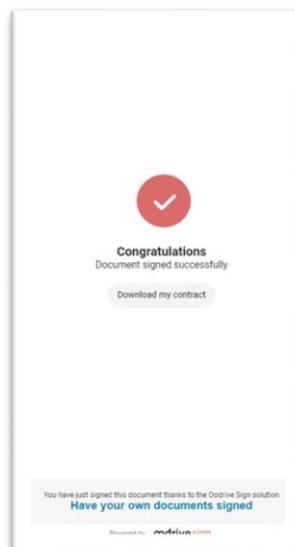


8. In less than 5 seconds, the document is electronically signed.

I can click the "Finish" button.



9. I return to my browser: I have confirmation that the document has been successfully signed. I can also download my signed document.



10. An email is also sent to the signer to allow them to download the electronically signed document.

