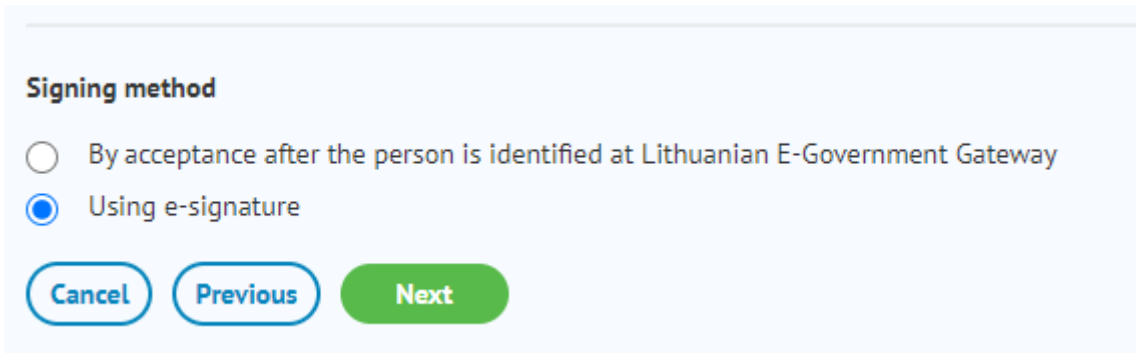


**ELECTRONIC SIGNATURE (e-signature)** - an electronic equivalent of a regular signature and an identity document (e.g. passport), which enables secure signing of electronic documents with a legally valid signature when connected to information systems on the Internet.

When ordering some e-services, you will need to sign a usage agreement. Geoportal.lt uses 3 systems for identity verification and signing of contracts - by clicking, after confirming the identity through the State Information Resources Interoperability Platform (VIISP), with a physical signature and an electronic signature.

To sign a license agreement with an electronic signature, follow these steps:

1. When making an order indicate that you want to sign by e-signature:



**Signing method**






By acceptance after the person is identified at Lithuanian E-Government Gateway

Using e-signature

**Cancel** **Previous** **Next**

2. In the My Orders section (accessible via My Portal-> My Orders) find the order with the status "Upload signed licence agreement".

3. Download the licence agreement by clicking the "View licence agreement" button. The downloaded document will be in .adoc format.

Status ▾	Actions
 Upload signed licen...	   

4. Go to the page of the Lithuanian Chief Archivist's Office (<http://www.archyvai.lt/en/news.html>), select the link of the adoc file signing system. This link should lead to the Signa WEB electronic document review and signing system.

OFFICE OF THE CHIEF ARCHIVIST OF LITHUANIA

Enter search text

**STATE ARCHIVES**

- Lithuanian State Historical Archives
- Lithuanian Central State Archives
- Lithuanian State Modern Archives
- Lithuanian Special Archives
- Lithuanian Archives of Literature and Art

Others

**ACCESS AND SERVICES**

Archives of Lithuania are open to public. Any person, upon the presentation of an ID card, may have an access to archival records.

More

**LEGISLATION**

- Law on Documents and Archives
- Law on Provision of Information to the Public
- Law on Public Administration
- Law on State Secrets and Official Secrets
- Law on Legal Protection of Personal Data

Search

"pradžią"

- About us
- State Archives
- Legislation
- Electronic Document Management
- Access and Service
- Application forms
- Genealogical search
- FAQs
- News
- Links

News

The Office of the Chief Archivist of Lithuania is a government agency, which participates in the shaping of national policy in the field of management and use of documents and archives, as well as implements this policy, supports the Chief Archivist of Lithuania in the carrying-out of state administration of the field of documents and archives.

Find us on facebook, twitter

The state archives are already operating as usual. It is recommended to wear masks, respirators or other face protection, covering the nose and mouth, and to follow other personal hygiene requirements, when visiting the state archives.

**NEWS**

By the resolution of the Seimas of the Republic of Lithuania, 2021 was declared the Year of Archives

2019-10-17

ADOC DOCUMENTS

@aps

Integrated System of Administrative Services

Member DLM FORUM FOUNDATION

filmarchives.online

## 5. Select "Sign adoc document"

**Signa Web**

Welcome to Signa Web site!

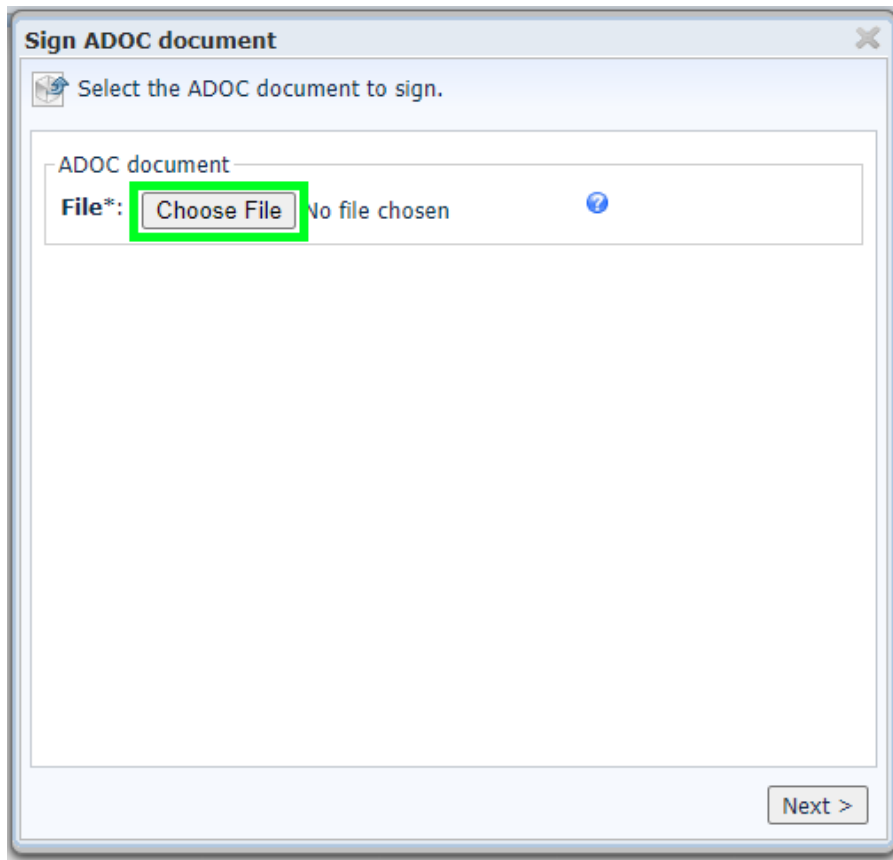
Signa Web is a service dedicated to creating and validating signed electronic documents, which format conforms to the [Learn more about Signa Web...](#)

**Start using Signa Web service**

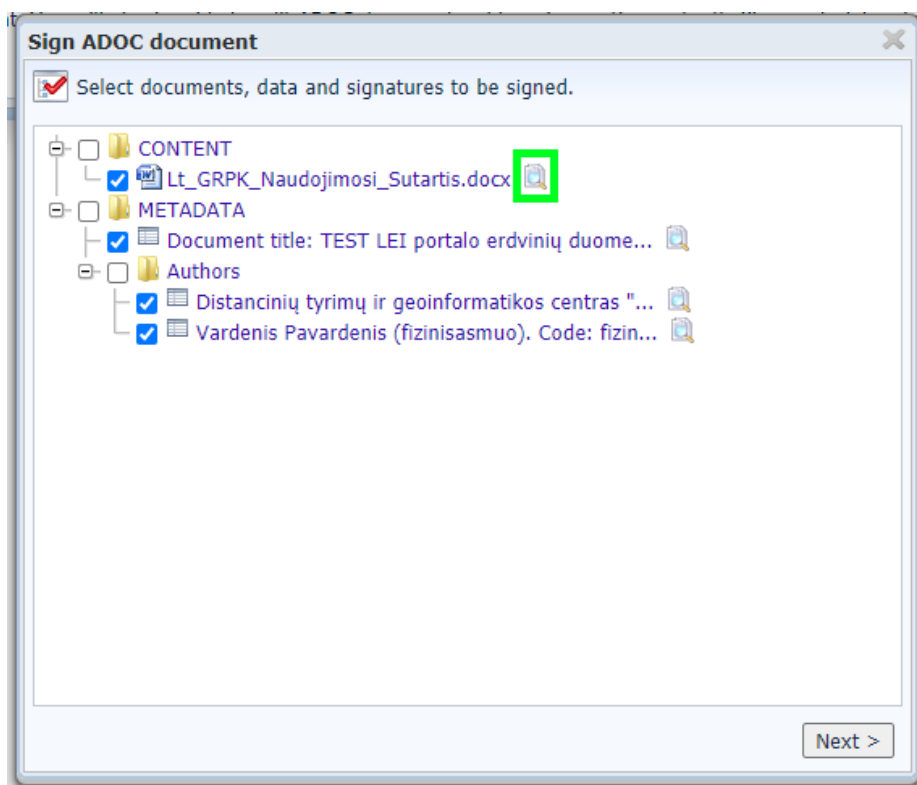
Frequently performed actions:

	<b>Create ADOC document</b> Upload the main document, enter metadata, sign and save ADOC document to your computer.
	<b>Sign ADOC document</b> Upload available ADOC document, sign and save it to your computer.
	<b>Edit ADOC document</b> Upload available ADOC document, update it's data, sign and save it to your computer.
	<b>Validate ADOC document</b> Upload available ADOC document, validate it's signatures and it's data.

6. Upload the licence agreement, click "Next"



7. In the Content section, select View Agreement. After reading the terms of the agreement, click "Next"



8. Enter the name of the signatory (mandatory) and the position and department (optional)

**Sign ADOC document**

Enter the signature data.  
Mandatory fields are marked with "\*".

Signature

**Signing time\*:** 08/07/2020 17:02:00

**Purpose\*:** signature

Add timestamp

Signer

**First, Last name\*:** Name Surname

**Position:**

**Subdivision:**

Remember this data

< Previous Next >

9. Select a signing method

**Sign ADOC document**

Select the signing infrastructure.

Local secure signature creation device

Local device

Mobile electronic signature service

bité (more information)

Telia (more information)

TELE2 (more information)

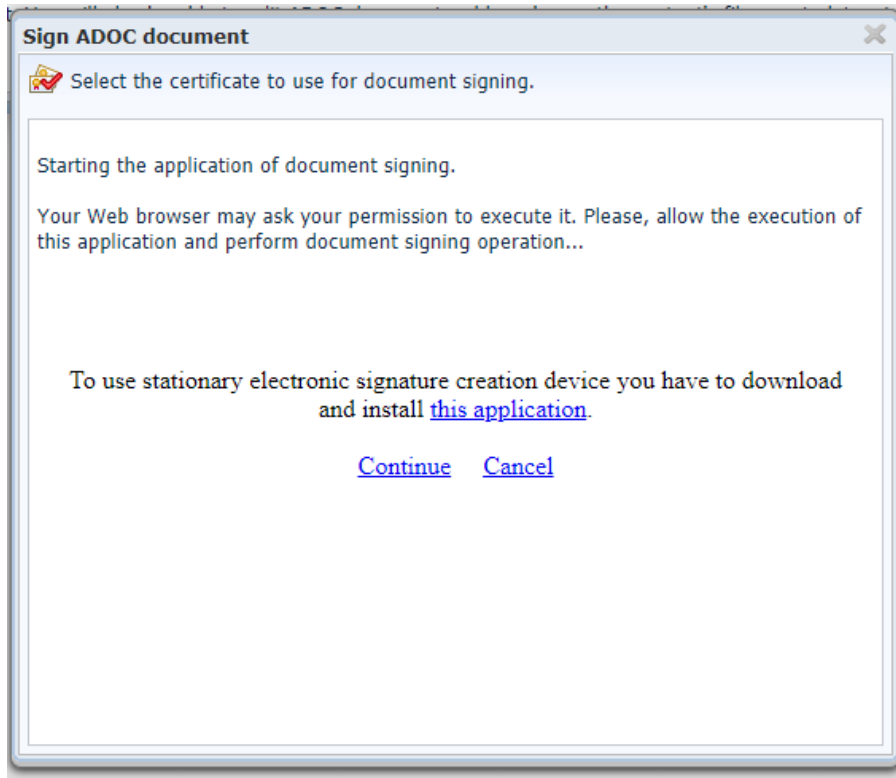
telede**m**a (more information)

MOBIL-ID (more information)

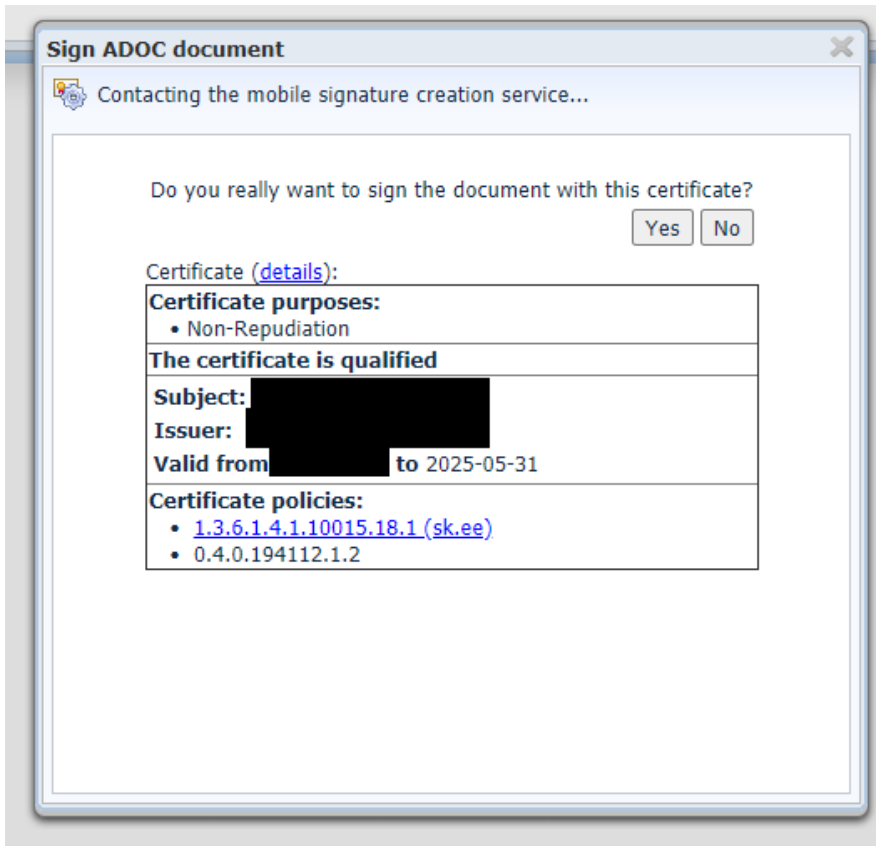
< Previous Next >

10. Follow the instructions on your mobile phone or follow the instructions after downloading the specified application:

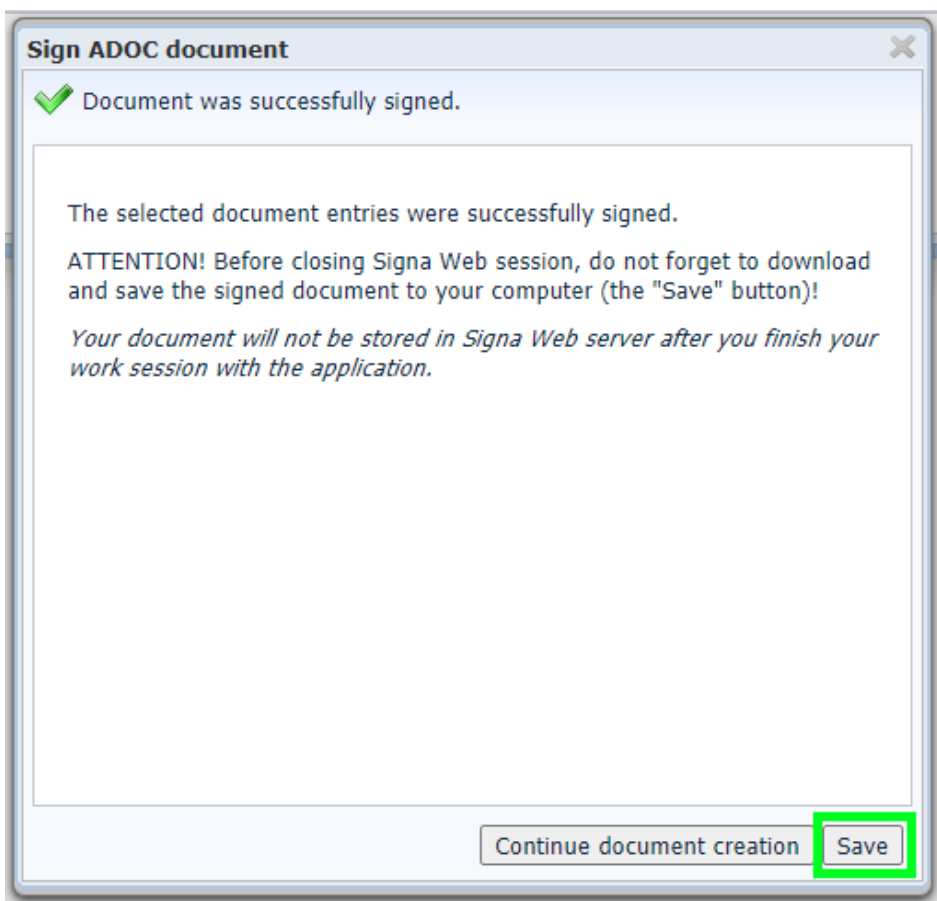
A. Signing using a local device:








B. Signing using a mobile device: confirm the request and follow the instructions on your mobile device;



11. Save the signed document;



12. Return to the My Orders section (accessible via My Portal-> My Orders), find the order, and click „Upload signed licence agreement “;

Status ▾	Actions
 Upload signed licen...	   

13. Upload the licence agreement and click "Next";

Please upload licence agreement in .adoc format.




[Upload](#) Licence agreement not uploaded

[Previous](#) [Next](#)






14. Wait for the manager to validate the order;

Licence agreement is uploaded successfully. You can use data after administrator validates it.

[Order list](#)

Status ▾	Actions
<input type="checkbox"/> License agreement ...	  

15. The Validated order will be processed the status will change to "Ordered geoproduct is ready". You may use the geoproduct.

Status 	Actions
 Ordered geoproduc...	   € 