

# **User manual**

## **EDC**

### **Electronic Signing**

## Electronic Signing on the EDC Portal

After the contract is created by the client and approved on the OKTE side, a record with the activity type *Draft contract for download and signature (OKTE is waiting for your signature)* is displayed among the client's activities.

The contract is displayed as follows:

Draft contract for download and signature (OKTE is waiting for your signature)

← Back

Market Participant DUA

### Data Usage Agreement (DUA)

Name of Market Participant: [input field] Market Participant EIC: [input field]

Requested Start Date: 03. 03. 2026 Licence: A

### Customer Accounts

IBAN: [input field] BIC: [input field]

### Contacts

Type	Title	Name	Surname	Academic Degree	Position	Phone	E-mail	Technical Specification of External Interfaces	Sending notifications from	
Contractual Relations		[input field]	[input field]		[input field]	[input field]	[input field]	No	No	[icon]
Electronic Invoicing		[input field]	[input field]		[input field]	[input field]	[input field]	No	No	[icon]
Contact for Providing Market Data		[input field]	[input field]		[input field]	[input field]	[input field]	No	No	[icon]
Authorized Signatories		[input field]	[input field]		[input field]	[input field]	[input field]	No	No	[icon]

Electronic Signature Generate a Contract Draft Close

To sign the contract electronically, click the **Elektronik signature** button. The system displays the **"Mobile Phone Number Verification"** window, showing the phone number registered for the person authorized to sign the contract. The window contains the prompt *"Please confirm the mobile phone number for correct delivery of the verification SMS."* The user may change the prefilled phone number.

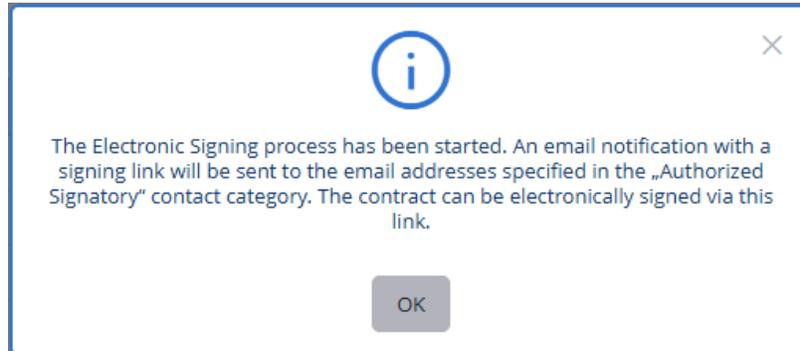
The phone number verification step and the option to change the number are intended for cases where the registered contact phone number is a landline or is no longer valid.

Mobile Phone Number Verification

[input field]

Cancel Confirm

After clicking the **“Confirm”** button systém zobrazí dialógové okno s textom: The Electronic Signing process has been started. An email notification with a signing link will be sent to email addresses specified in the " Authorized Signatory" contact category. The contract can be electronically signed via this link and sends the documents for signing using the confirmed phone number and email address.



The signing service sends a verification email to the email address specified in the contract for the role **“Authorized Signatory”**. The email contains a hyperlink to the external signing service. By clicking the link, the user is redirected to the signing interface in a new browser tab.

In the case of a simple or qualified electronic signature, the user continues with the signing steps outside the EDC system. The user opens their email inbox, opens the received email, and clicks the included hyperlink.

The user is then redirected to the external signing service outside the EDC system, where they proceed according to the relevant steps. In the case of a simple electronic signature, the document is signed by entering an SMS code; in the case of a qualified electronic signature, the document is signed using the user’s certificate or national ID card.

After completing the signing process, the user returns to the EDC Portal page. The system creates a new activity on the portal titled “Waiting for electronic signing on the OKTE side.”

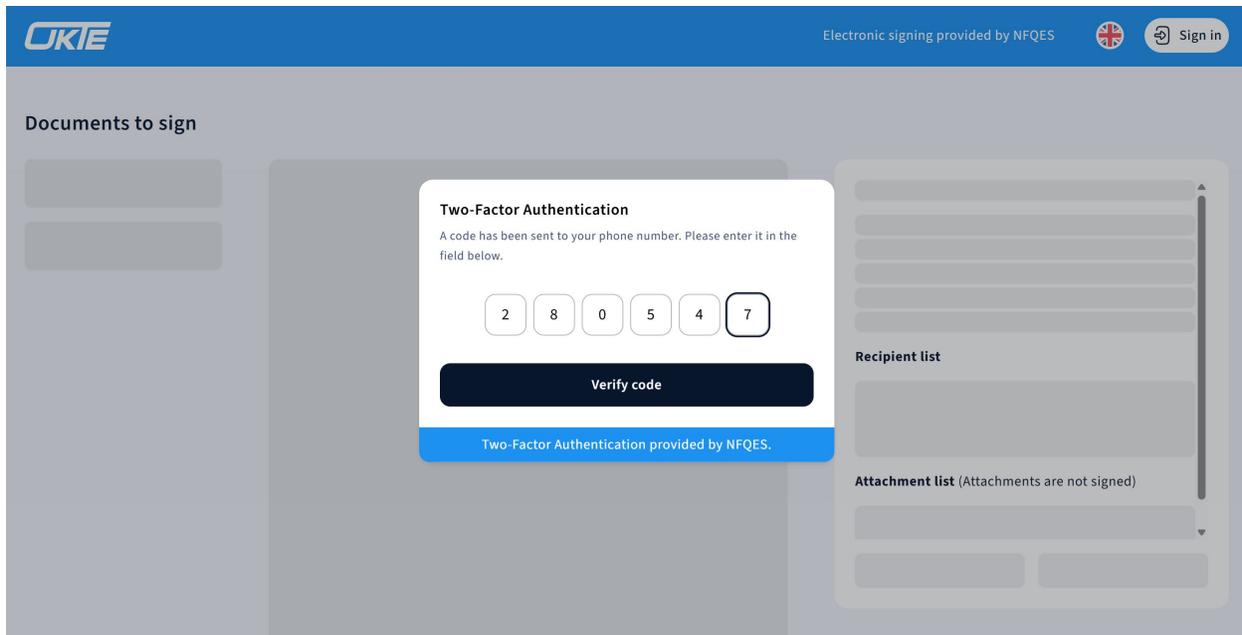
## Signing by the Market Participant in the NFQES Environment

### Simple Electronic Signature

Electronic signing within the OKTE environment allows the signature level to be defined in the EDC system when creating a contract for signing. This can be either a simple electronic signature or a qualified electronic signature. The following chapters focus on the use of a simple electronic signature.

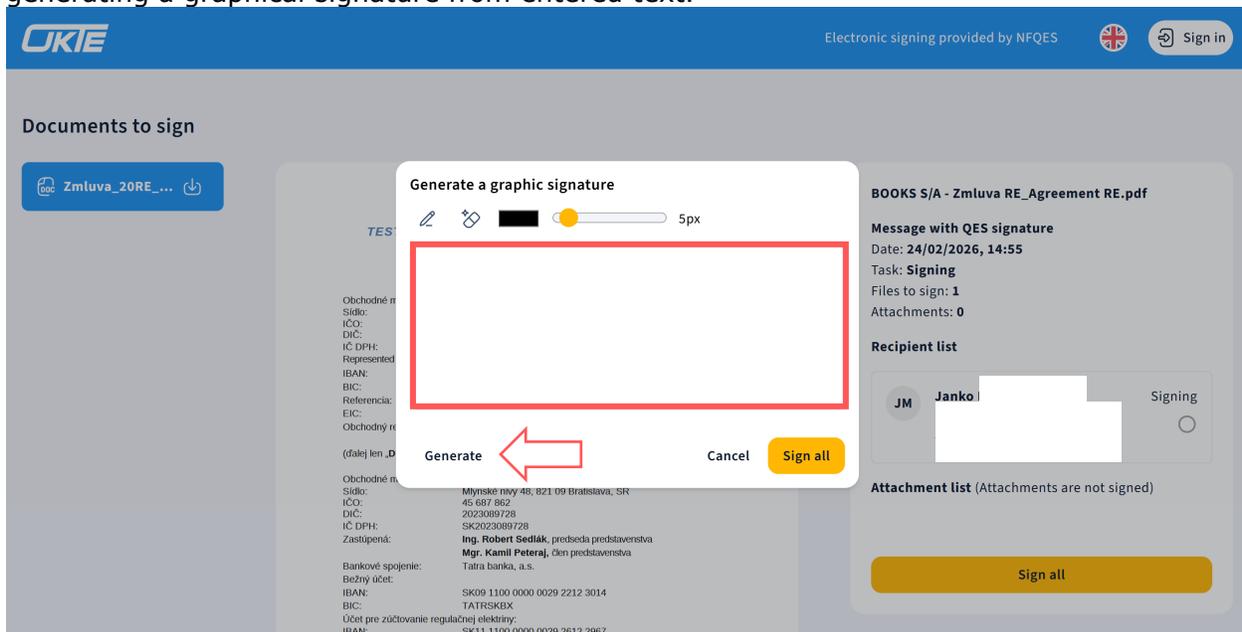
The Market Participant will receive an email containing a link for electronic signing.

The Market Participant opens the link from the email and is prompted to enter a 2FA SMS code that was sent to their phone number defined in the EDC system. After entering the code, the Market Participant clicks the **“Verify Code”** button. As a result, a preview for signing is displayed.

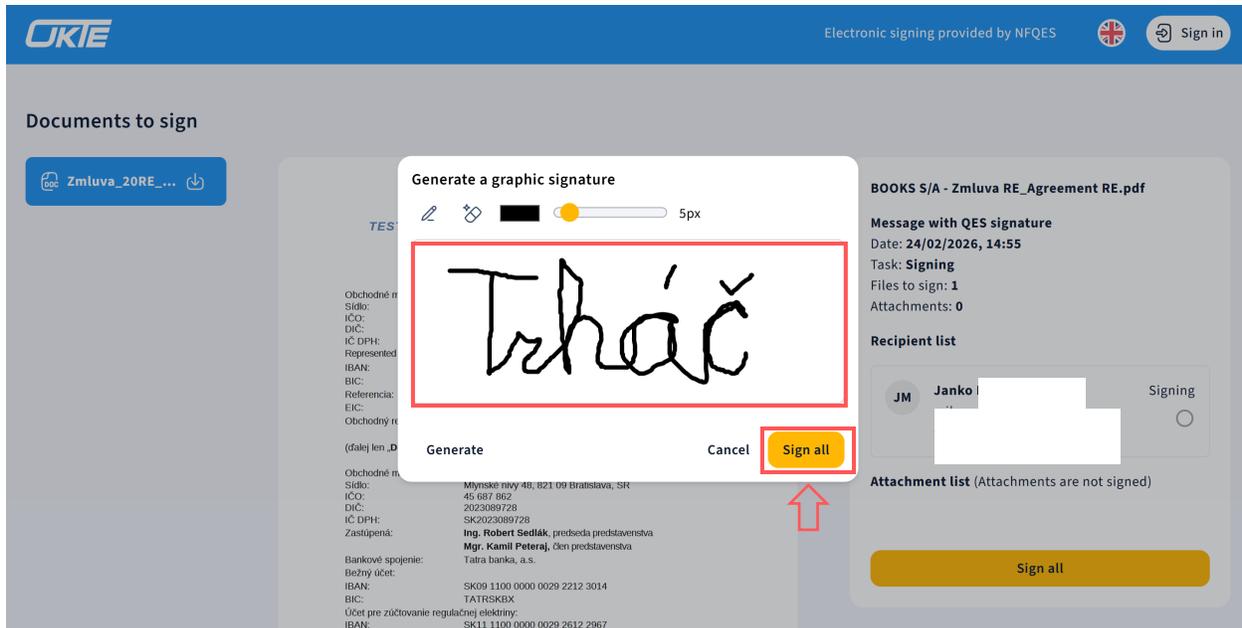


The document preview provides the ability to review the documents to be signed and also displays information about the signing parties, including an indicator showing whether a signature has or has not yet been completed by a given party (**Grey circle = signature not completed, Green arrow = signature already completed**).

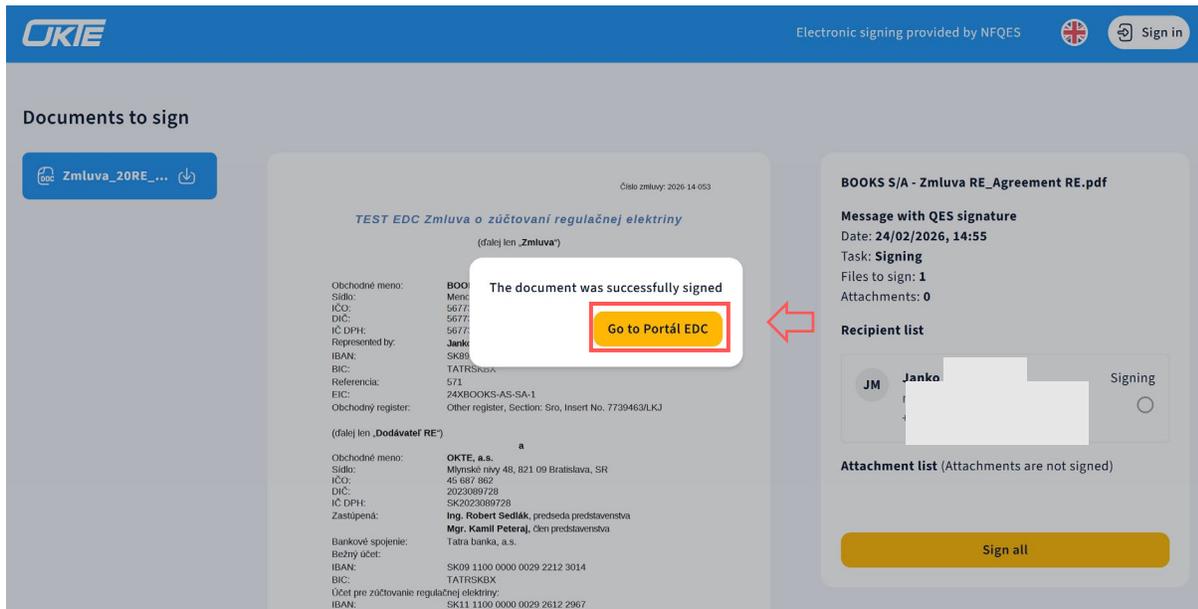
To sign the documents, the Market Participant clicks the **"Sign All"** button. After clicking the button, a window appears for creating a graphical representation of the signature. The Market Participant has two options: creating a graphical signature by hand (drawing it) or generating a graphical signature from entered text.



The Market Participant creates a graphical signature by hand (drawing it) or by generating the signature and then clicks the **"Sign All"** button. As a result, the document is signed in the background and a modal window is displayed confirming the successful signing.



In the modal window, the Market Participant clicks the **“Go to the EDC Portal”** button. As a result, the Market Participant is redirected to the EDC Portal website.

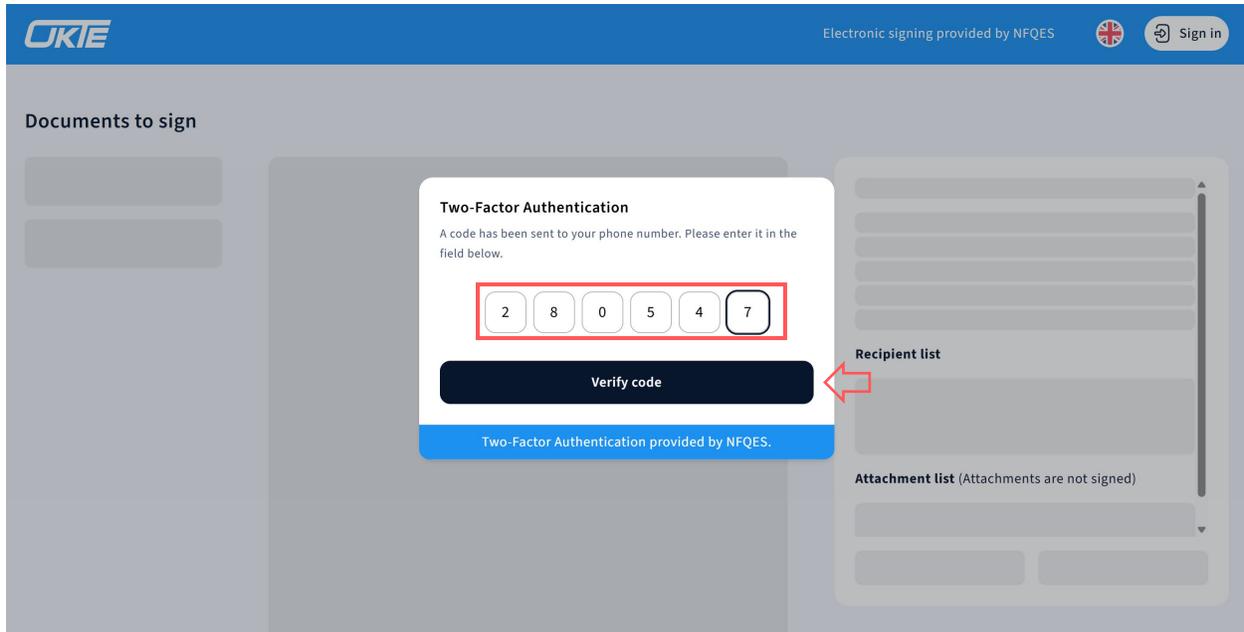


### Qualified Electronic Signature

Electronic signing within the OKTE environment allows the signature level to be defined in the EDC system when creating a contract for signing. This can be either a simple electronic signature or a qualified electronic signature. The following chapters focus on the use of a qualified electronic signature.

The Market Participant will receive an email containing a link for electronic signing.

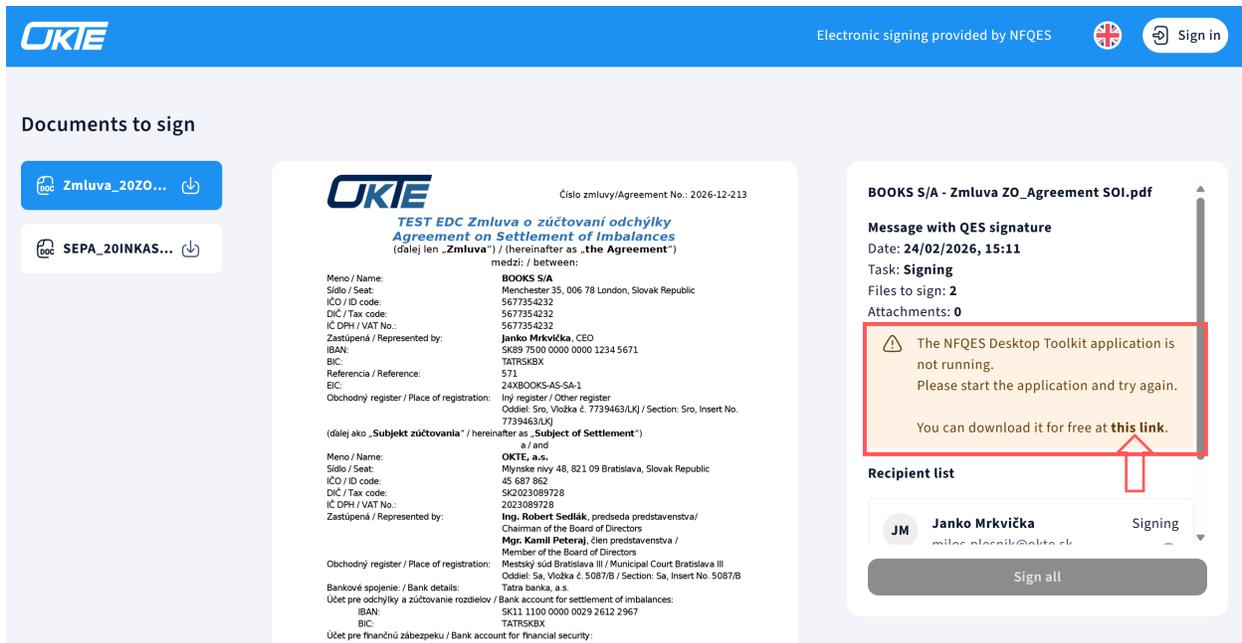
The Market Participant opens the link from the email and is prompted to enter a 2FA SMS code that was sent to their phone number defined in the EDC system. After entering the code, the Market Participant clicks the **“Verify Code”** button. As a result, a preview for signing is displayed.



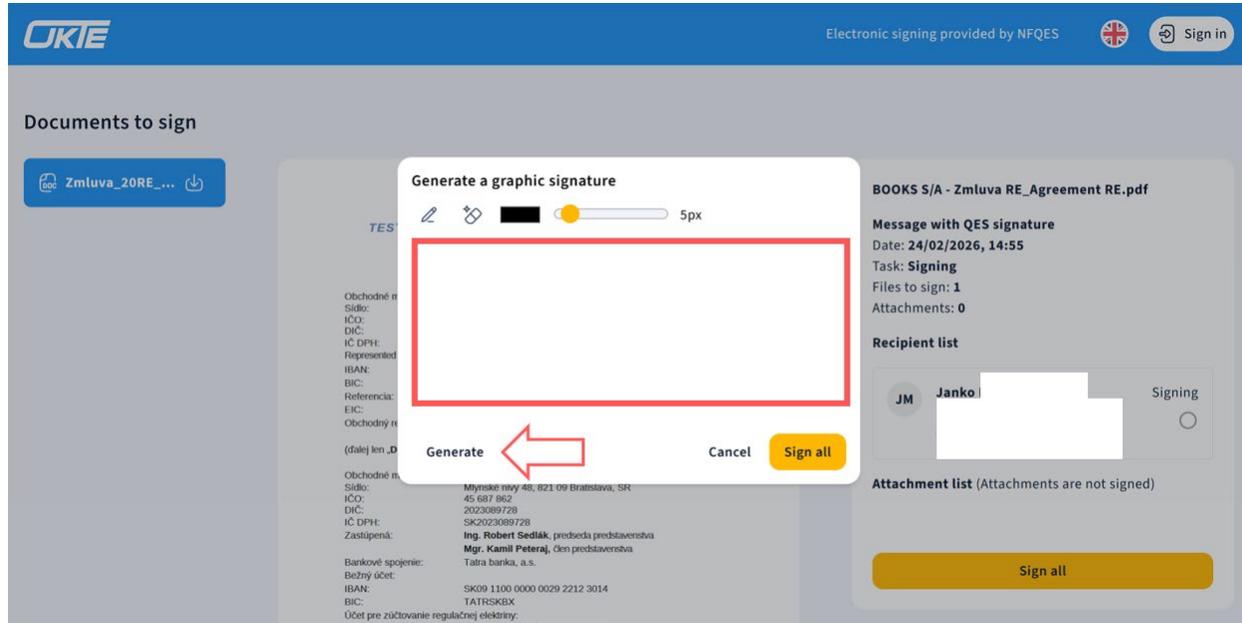
The document preview provides the ability to review the documents to be signed and also displays information about the signing parties, including an indicator showing whether a signature has or has not yet been completed by a given party (**Grey circle = signature not completed, Green arrow = signature already completed**).

A prerequisite for signing with a qualified electronic signature is that the Desktop Toolkit is installed and running, along with a QSCD card reader and a card containing the qualified electronic signature. The document preview checks in the background whether the Desktop Toolkit is running. If it is not, the Market Participant will see a notification with the option to download it. After it is launched, the notification disappears.

# Energetic data center – Elektronick signing

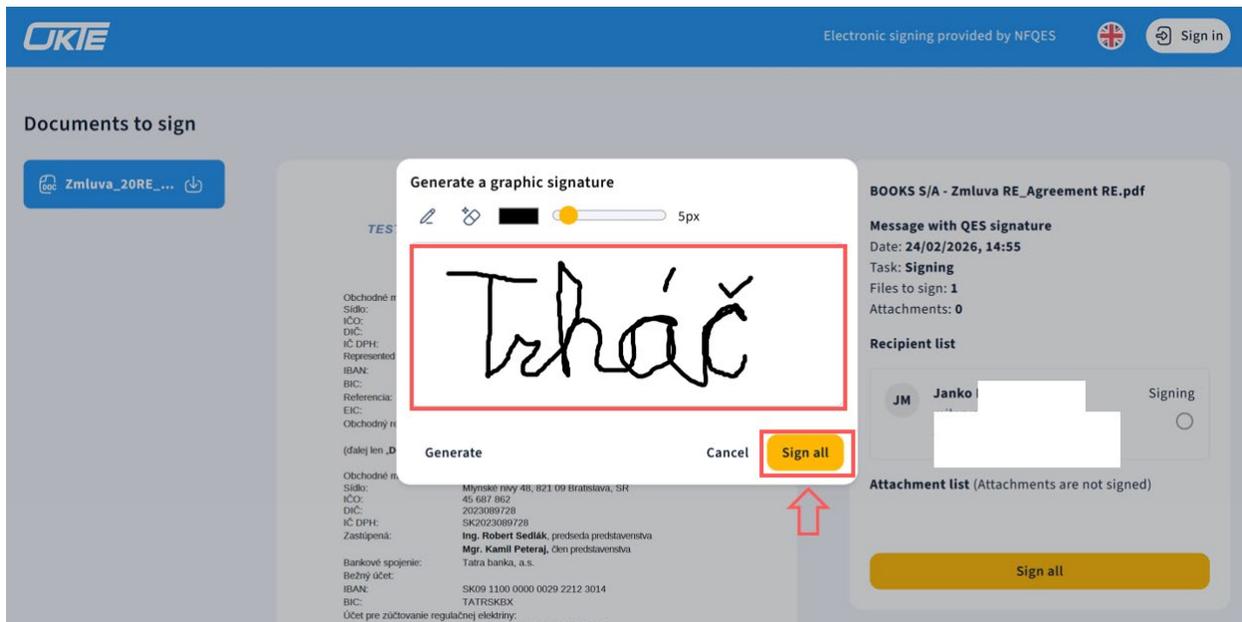


To sign the documents, the Market Participant clicks the **"Sign All"** button. After clicking the button, a window appears for creating a graphical representation of the signature. The Market Participant has two options: creating a graphical signature by hand (drawing it) or generating a graphical signature from entered text.



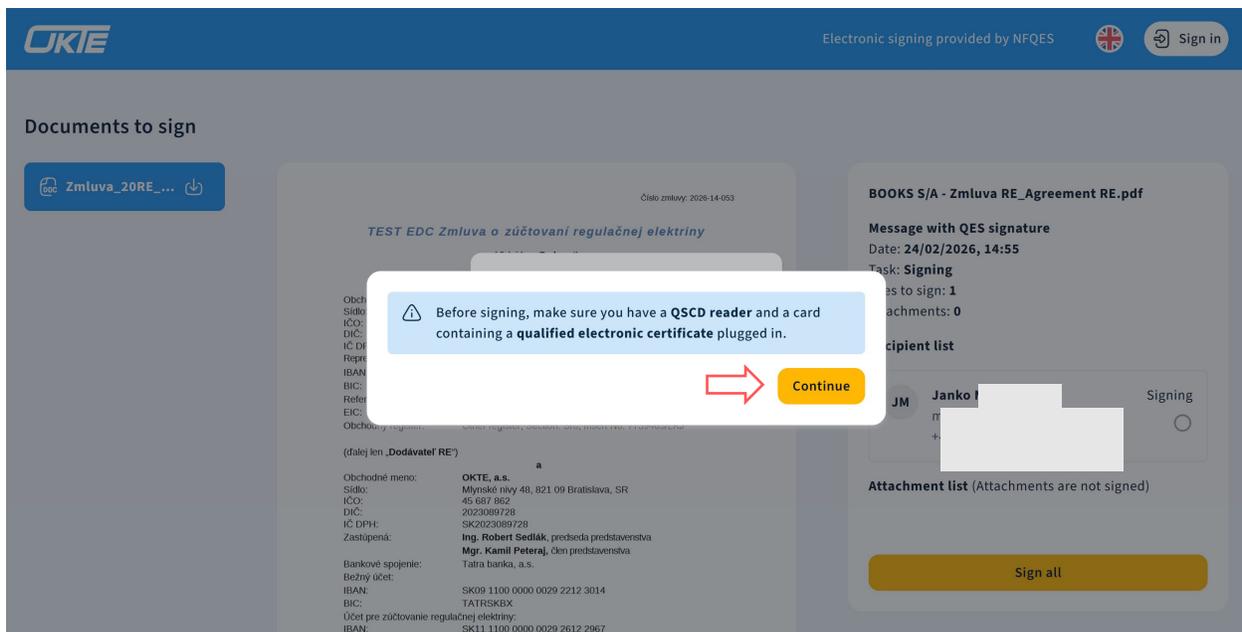
The Market Participant creates a graphical signature by hand (drawing it) or by generating the signature and then clicks the **"Sign All"** button.

## Energetic data center – Elektronick signing



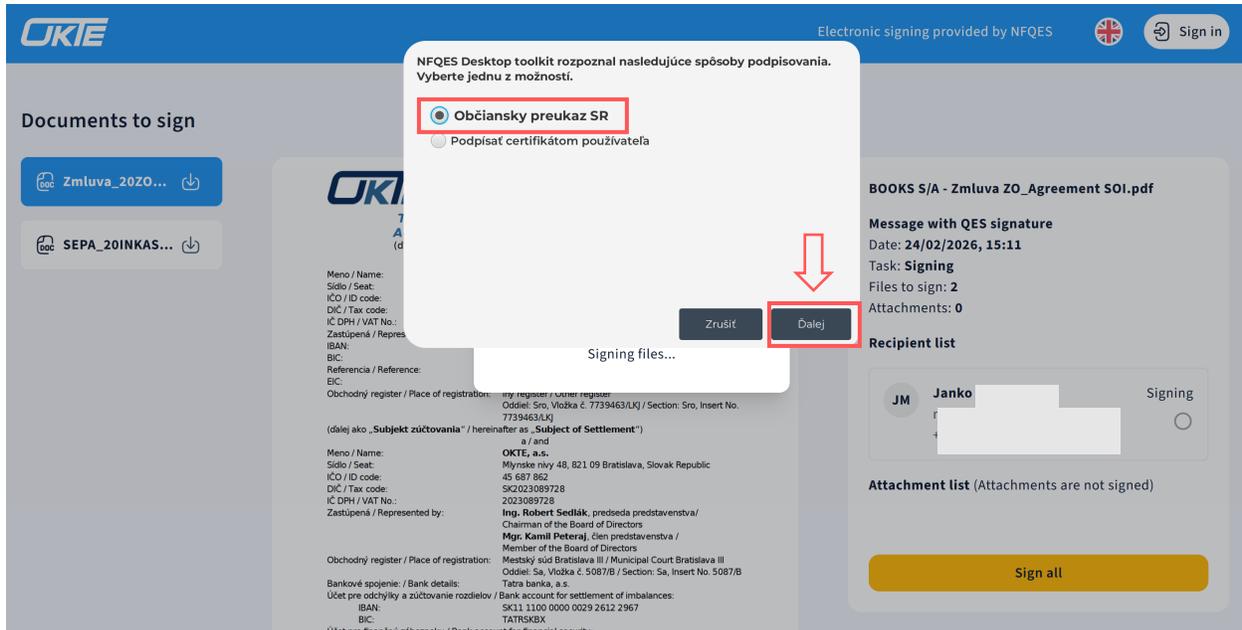
As a result, a notification is displayed informing the Market Participant that a QSCD device reader must be connected and a card containing a qualified electronic signature must be inserted before starting the signing process.

In the displayed notification, the Market Participant clicks the **"Continue"** button, which initiates the signing process and opens the Desktop Toolkit.



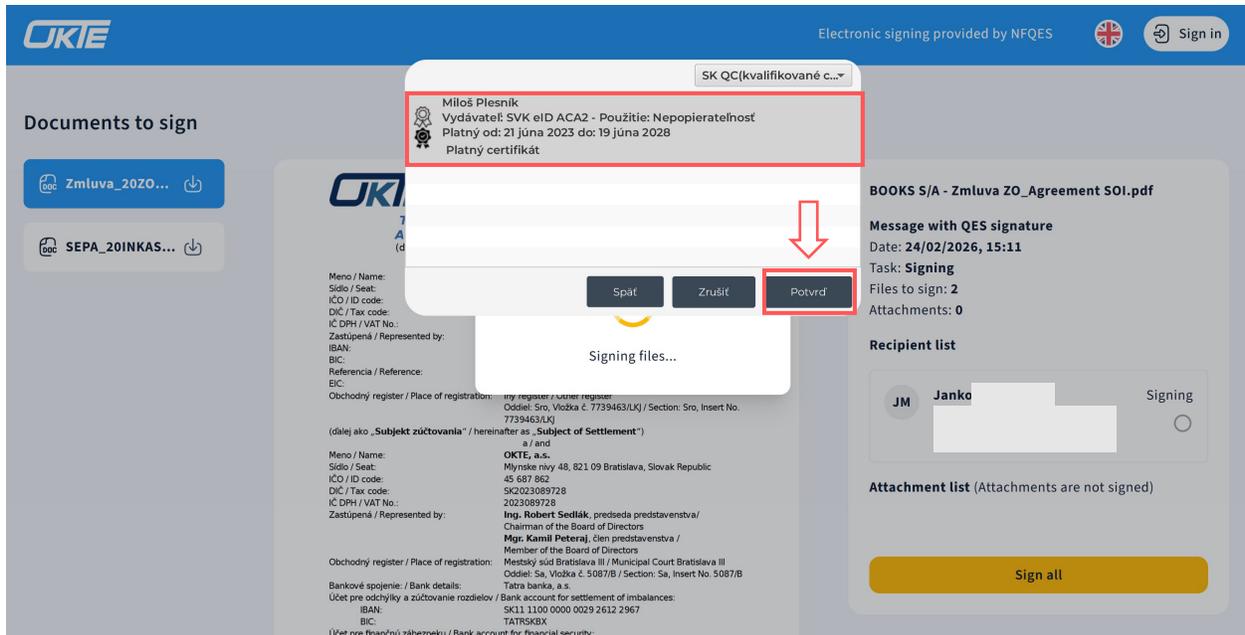
## Energetic data center – Elektronick signing

Within the opened Desktop Toolkit, the Market Participant selects the **“Identity Card”** option and clicks the **“Next”** button. The Market Participant then enters their BOK code as usual.

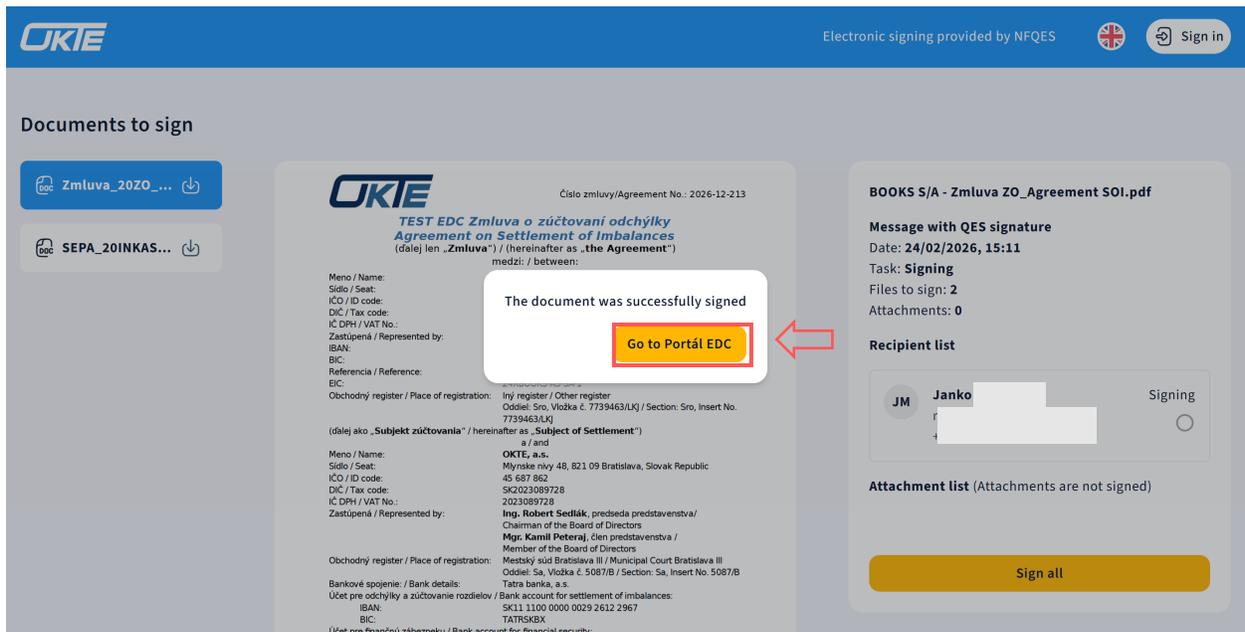


After entering the BOK code, the option to select a certificate stored on the card is displayed. The Market Participant selects their certificate and clicks the **“Confirm”** button. Subsequently, the Market Participant is prompted to enter their signature PIN code. The PIN code must be entered multiple times if there are several documents to be signed. As a result, the documents are signed in the background and a modal window is displayed confirming the successful signing.

## Energetic data center – Elektronick signing



In the modal window, the Market Participant clicks the **"Go to Portal EDC"** button. As a result, the Market Participant is redirected to the EDC Portal website.



## Attachments

### **Download of the NFQES Desktop Toolkit**

*Client application for signing on the NFQES platform.*

#### **Installation:**

Visit this link

[NFQES Desktop Toolkit](#)