

Signing with eID: Connective plug-in

If you choose the option to sign with eID, you must have an eID card reader and you must install a plug-in once. This installation will take a few minutes. Below you can see how to proceed.

In this document, you can find detailed instructions. The screens you see depend on your browser and may differ slightly from what you see below.

The use of Internet Explorer is not recommended.

Content

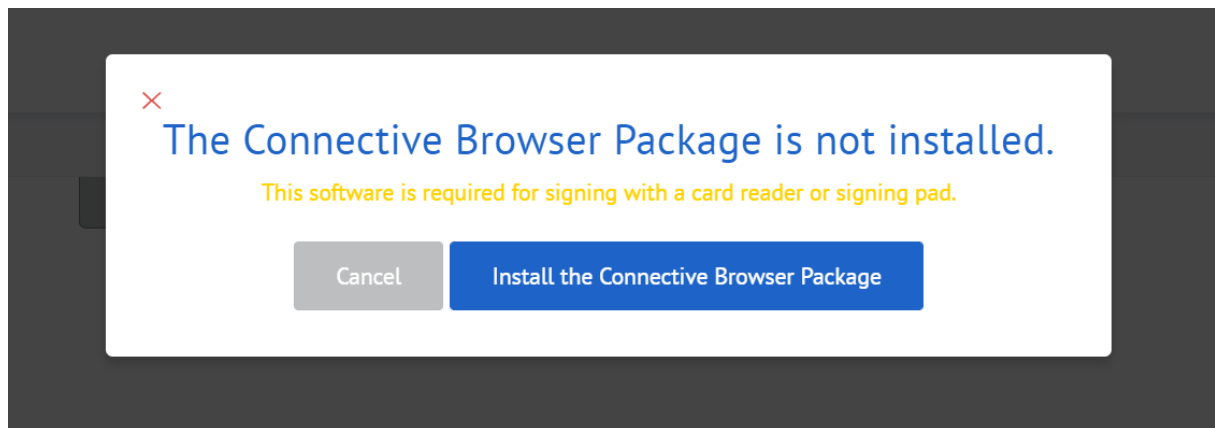
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Browser 1: Microsoft Edge of Chrome

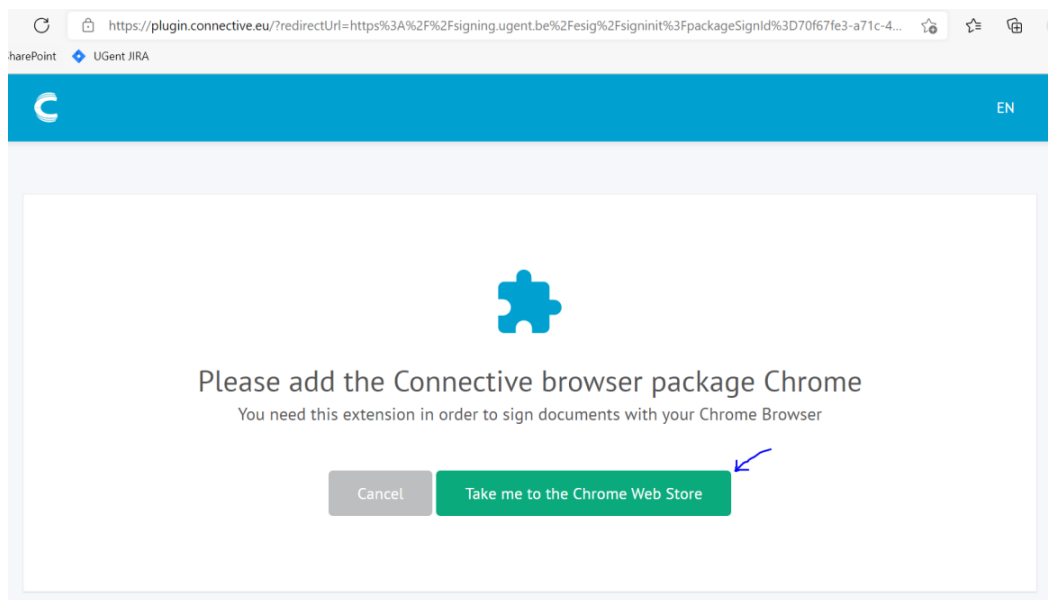


The first time you want to sign a document originating from Ghent University with your Belgian eID, you will see the message that the Connective Browser Package is not installed. To proceed with the signing process, follow these steps:

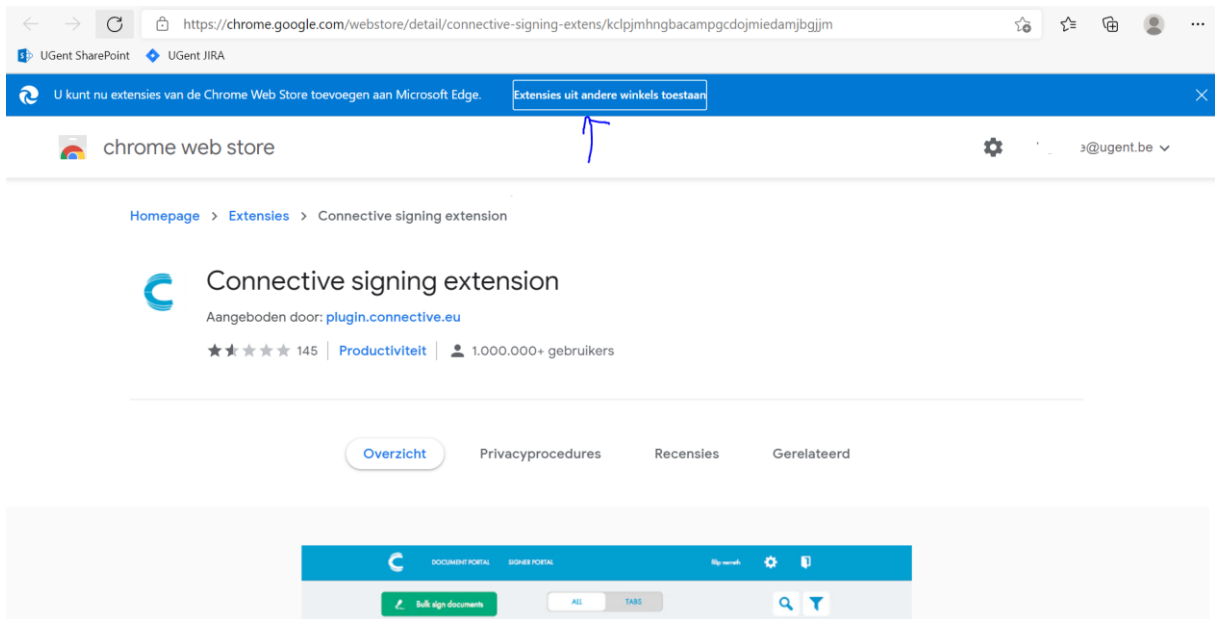
1. Click on “Install the Connective Browser Package”



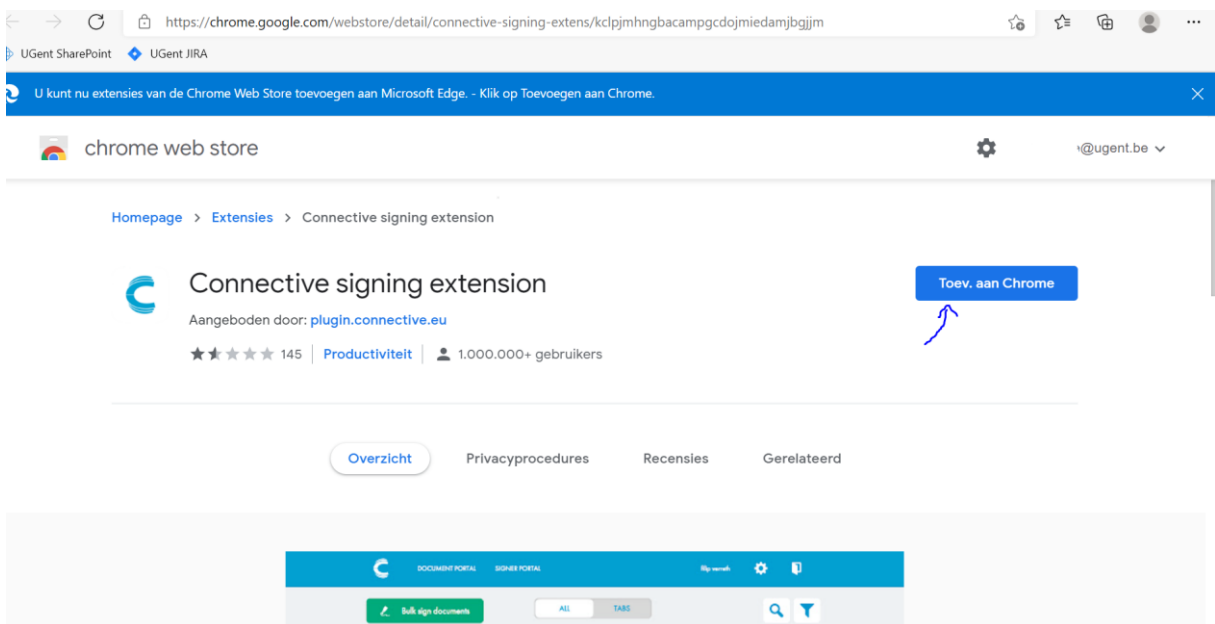
2. Select “Take me to the Chrome Webstore”



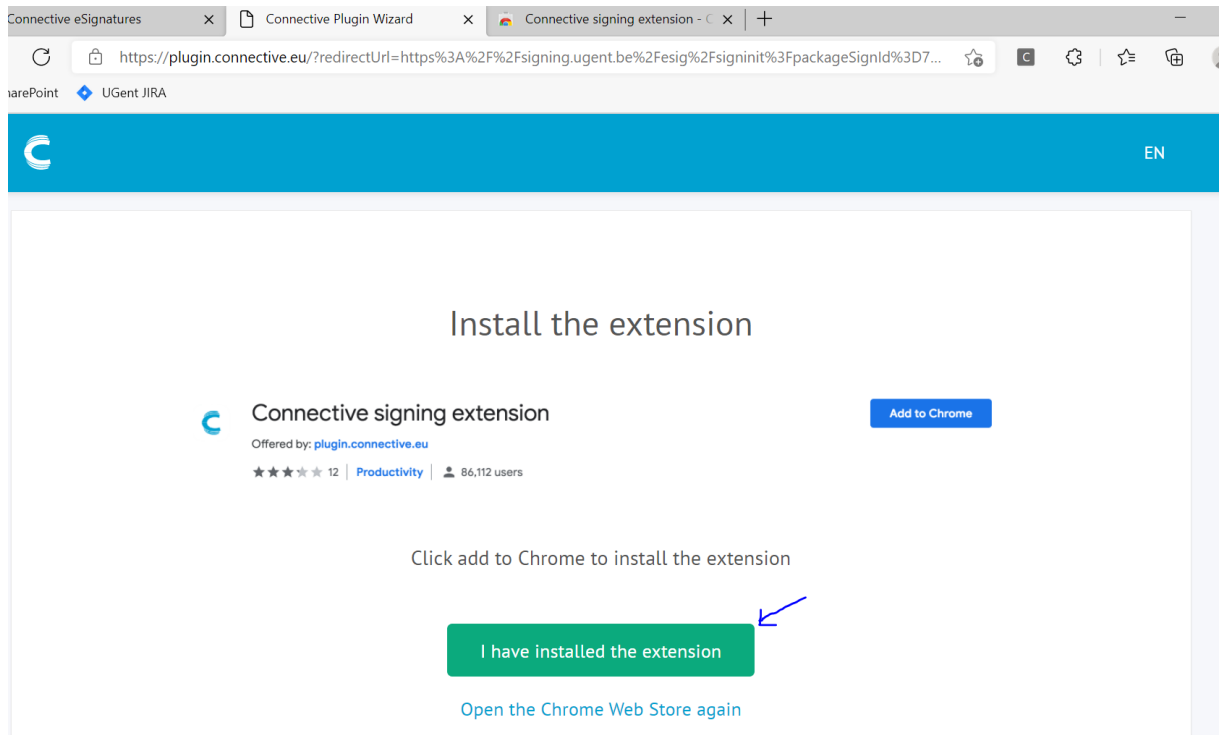
3. It's possible that you have to allow extensions. In this case, click on “allow extensions” in the blue pop-up.



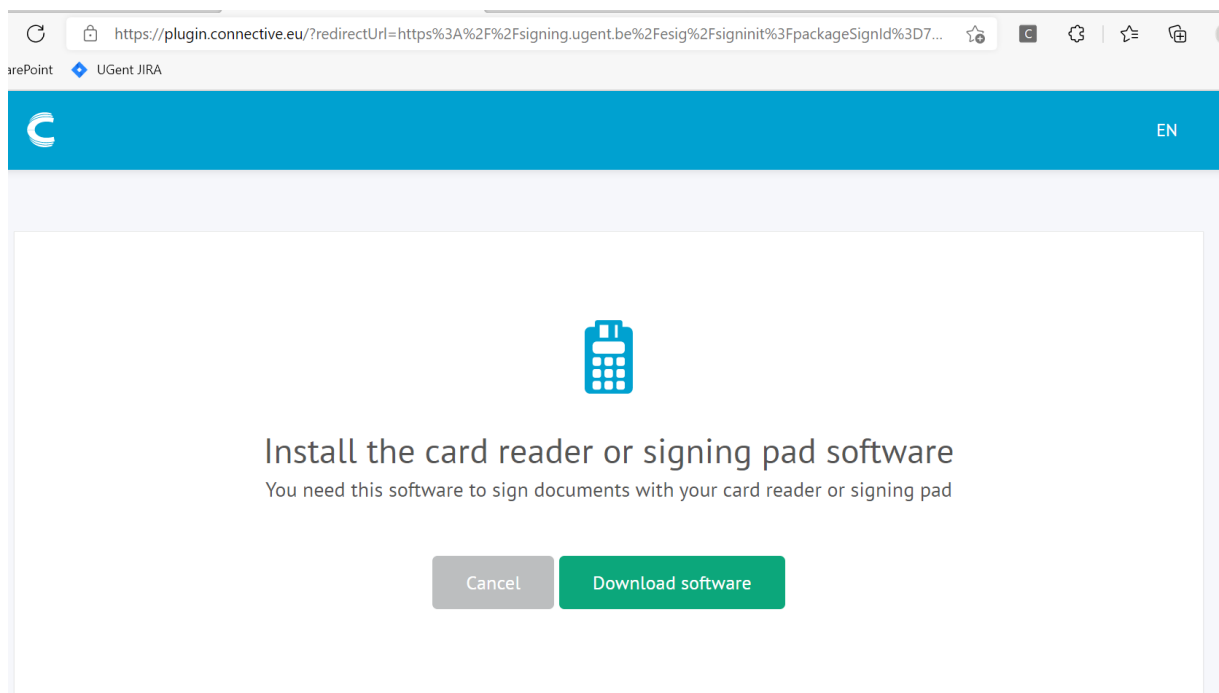
4. Click "add to Chrome" and "add extension" in the pop-up that appears

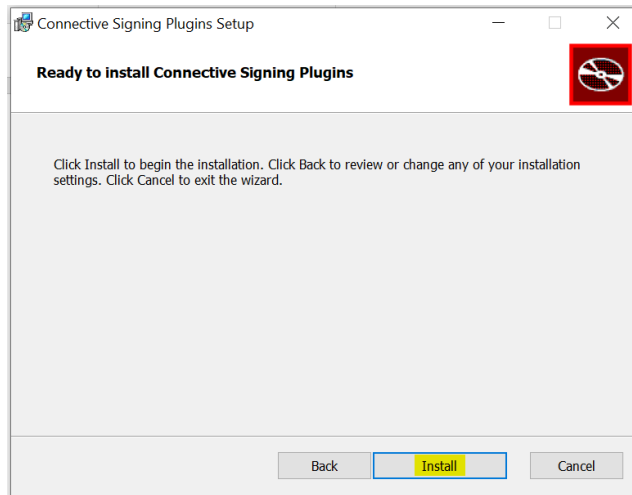
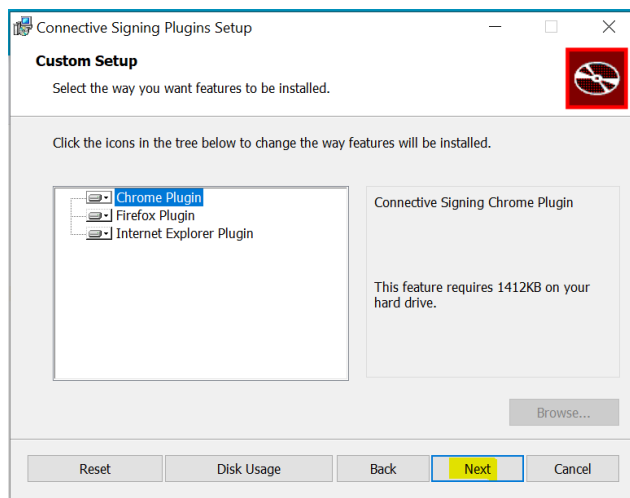
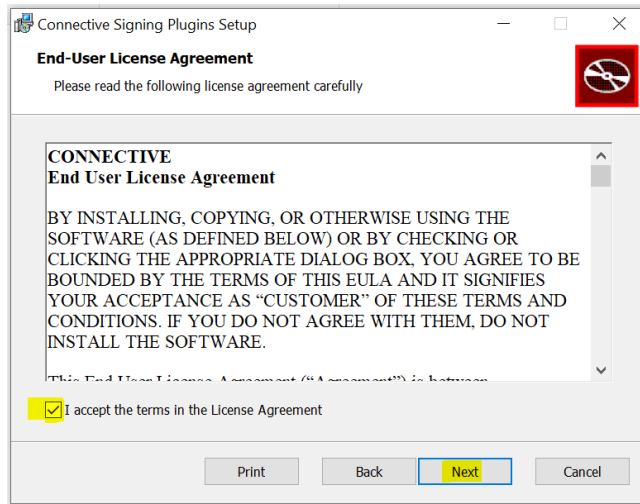


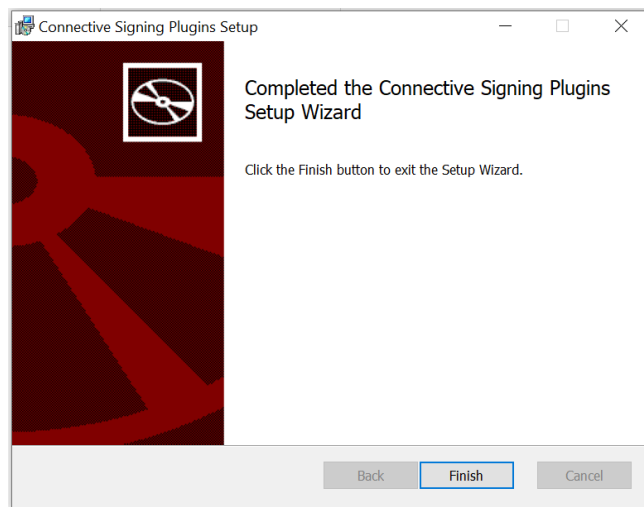
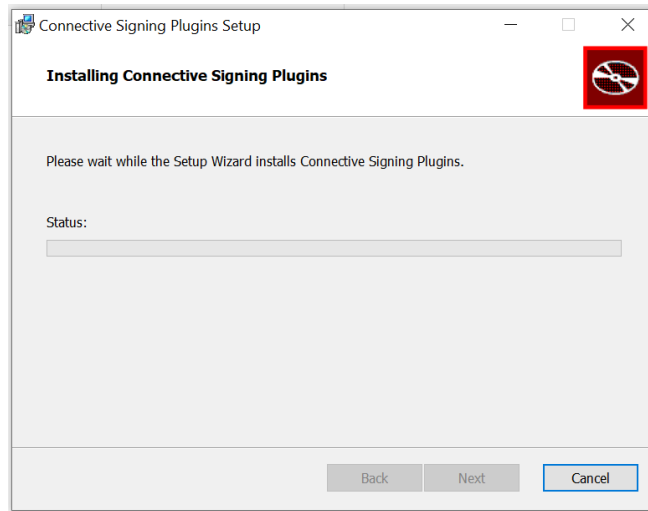
- Return to the tab with the Connective Plugin Wizard and click on “I have installed the extension”



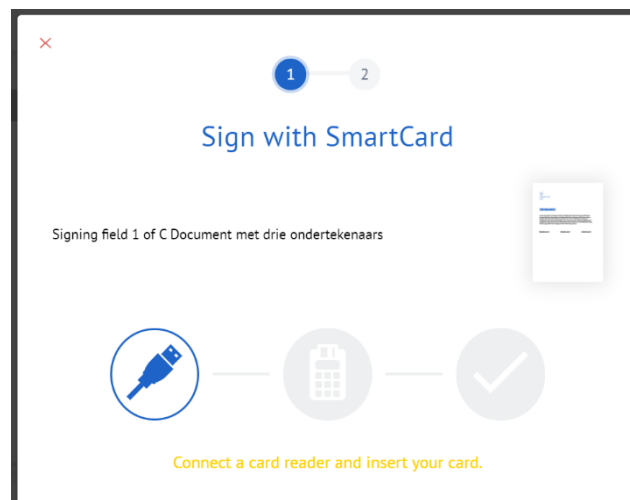
- Click “Download software”







9. Now return to the document and click "start signing" again. The software is now installed. Connect your card reader and continue signing.

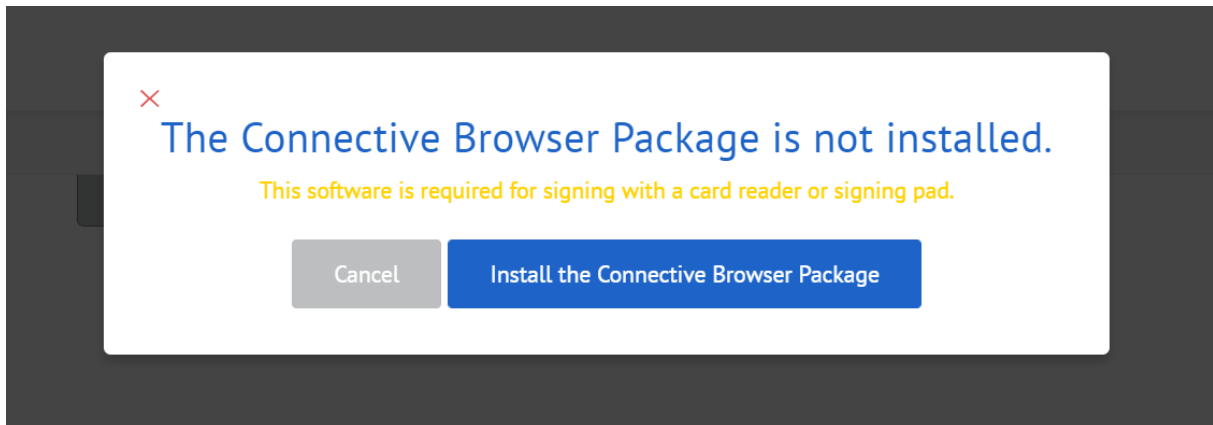


Browser 2: Firefox

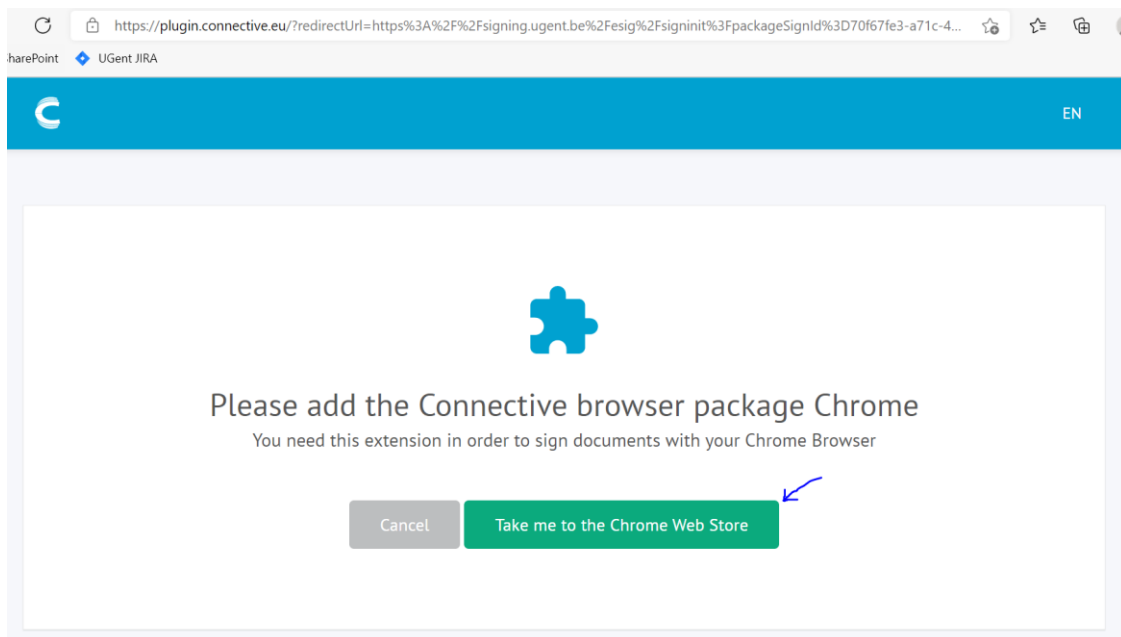


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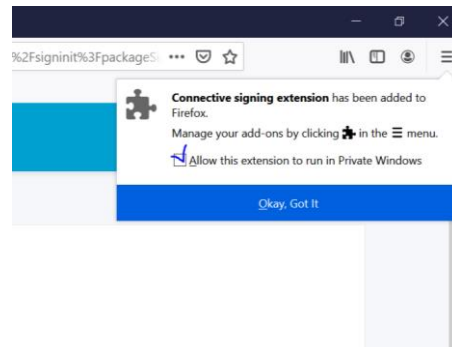
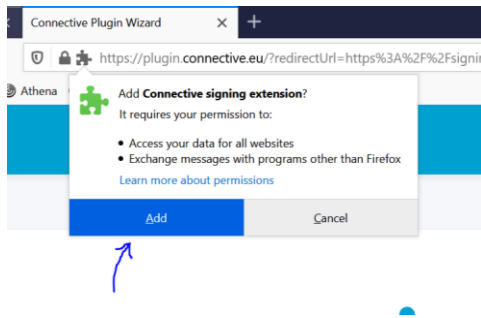
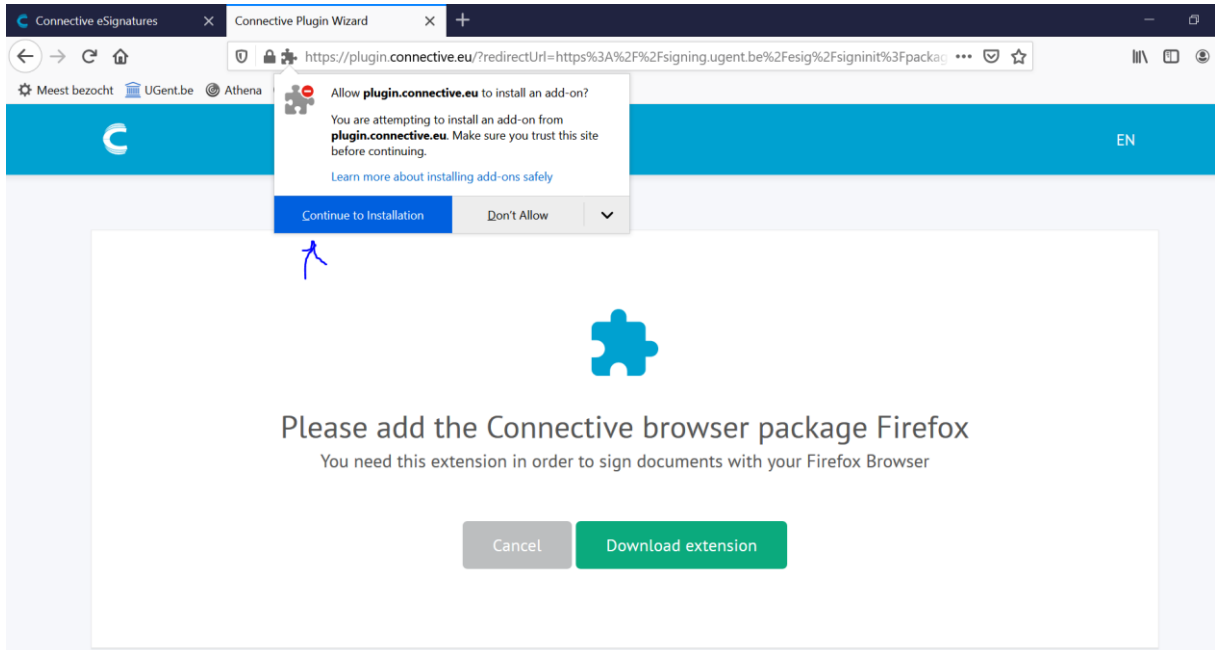
1. Click "Install the Connective Browser Package"



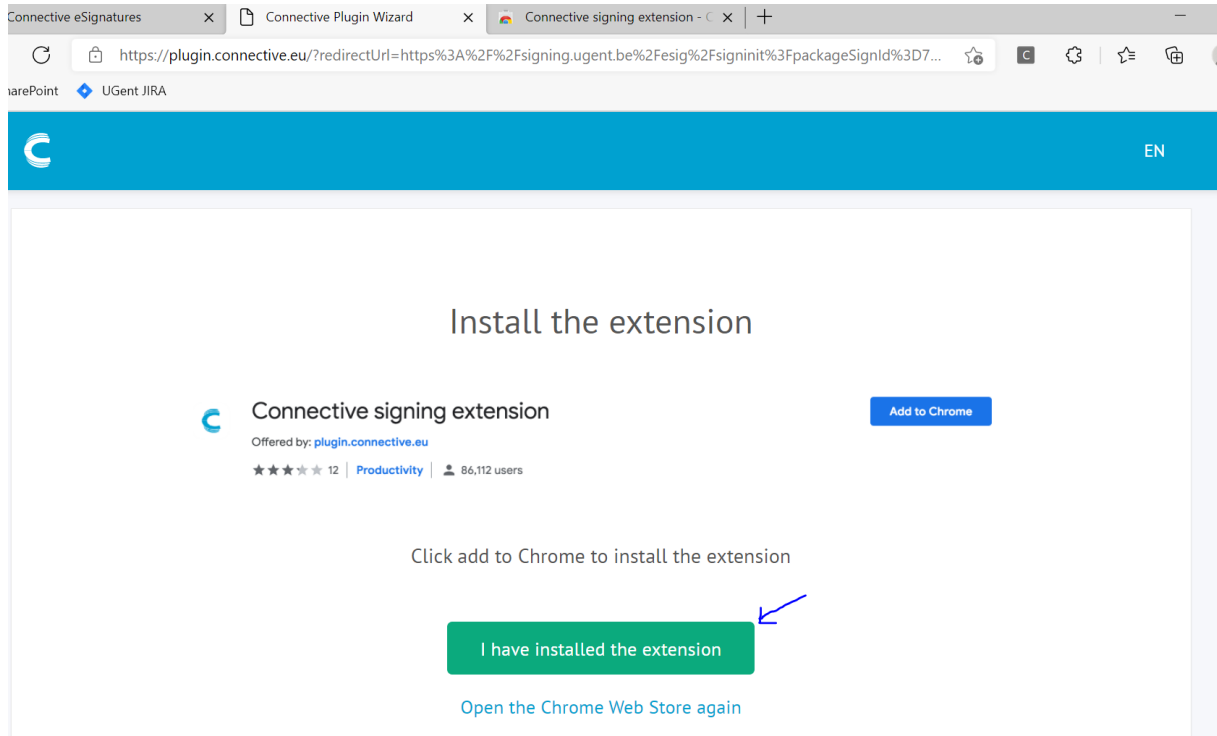
2. Click "Take me to the Chrome Webstore"



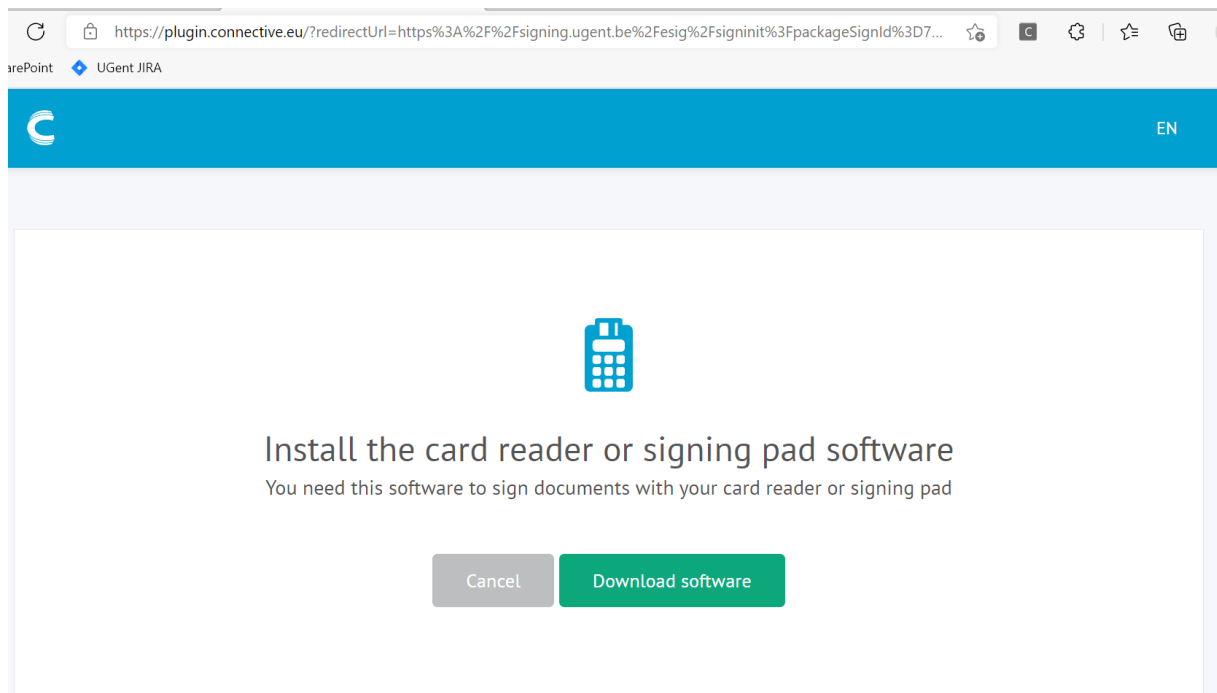
3. Click on "continue to installation" in the pop-up that appears, and then on "add". Do not wait too long by clicking on "add", otherwise you will have to repeat the step.



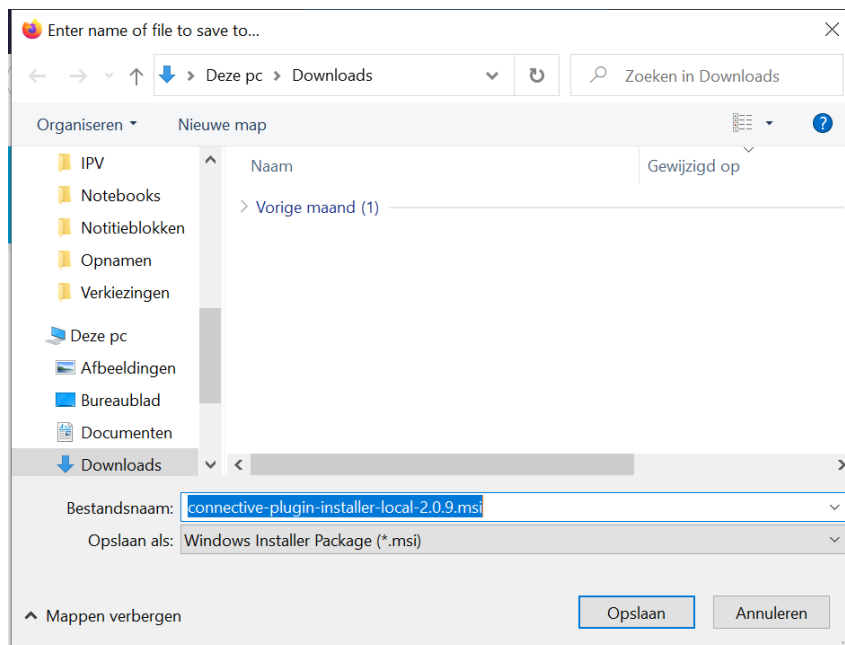
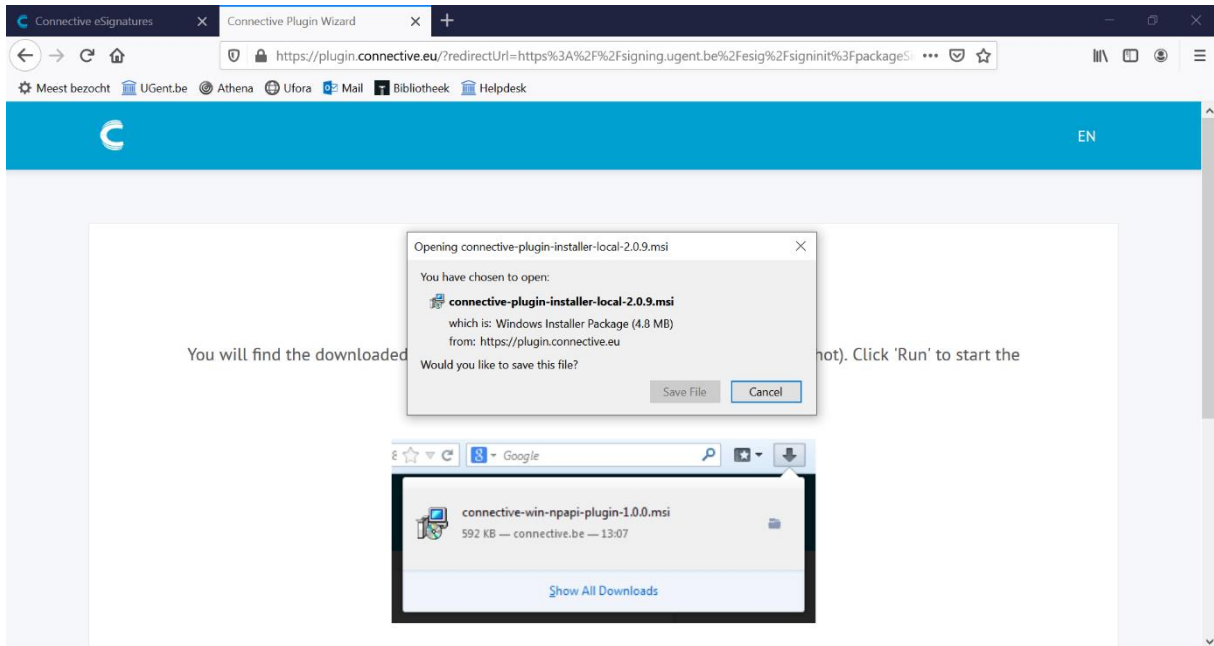
- Return to the browser tab with the Connective Plugin Wizard and click on “I have installed the extension”



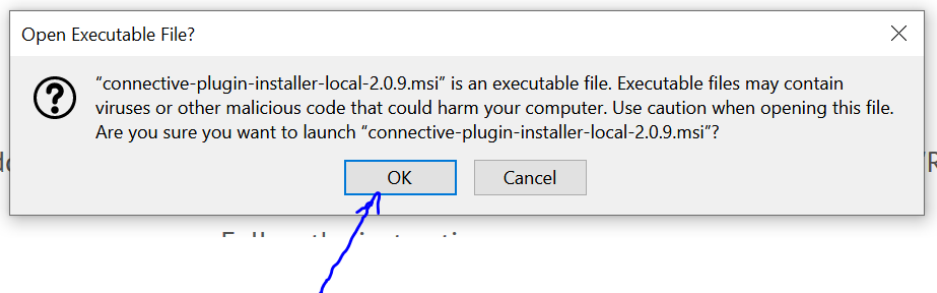
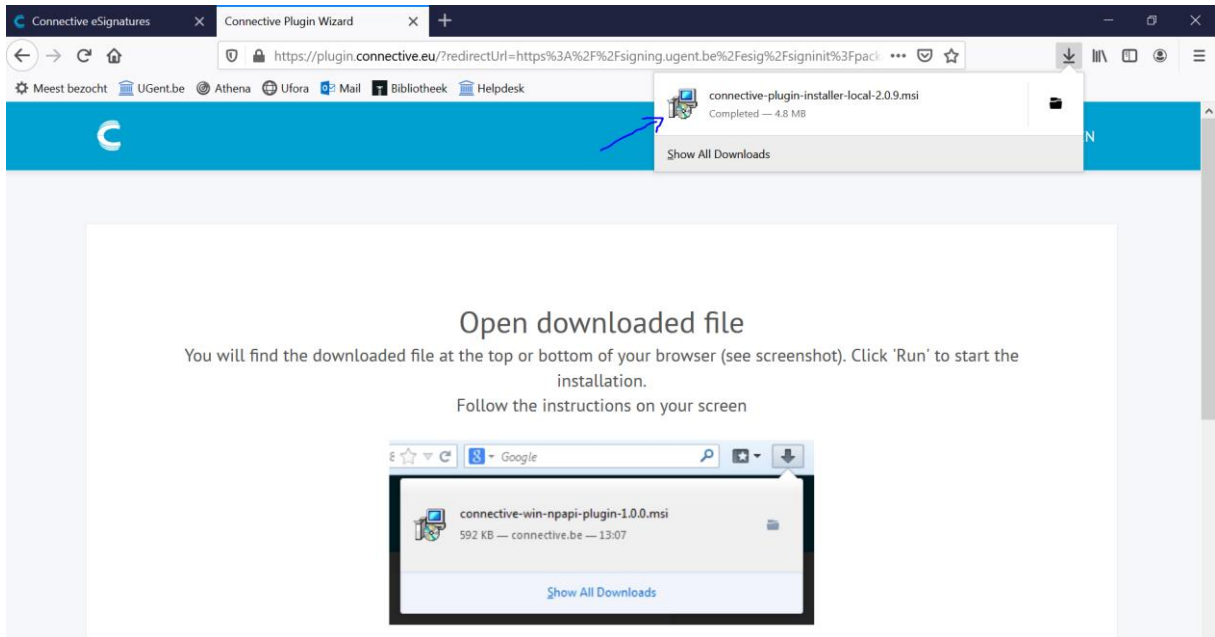
- Click “Download software”



- Download and click "save file". Choose a location, for example your download folder. Click "Save".

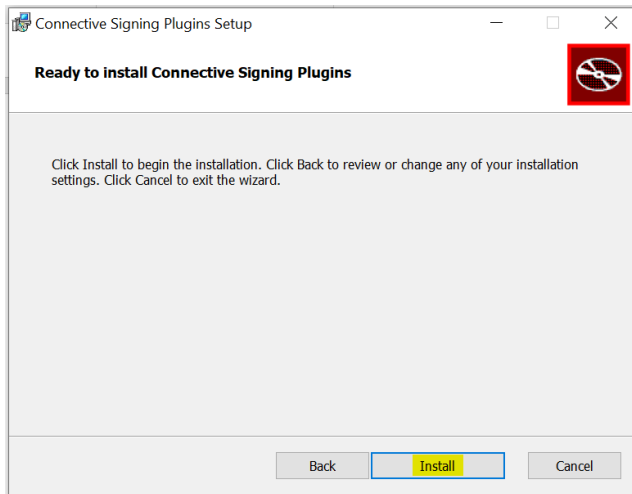
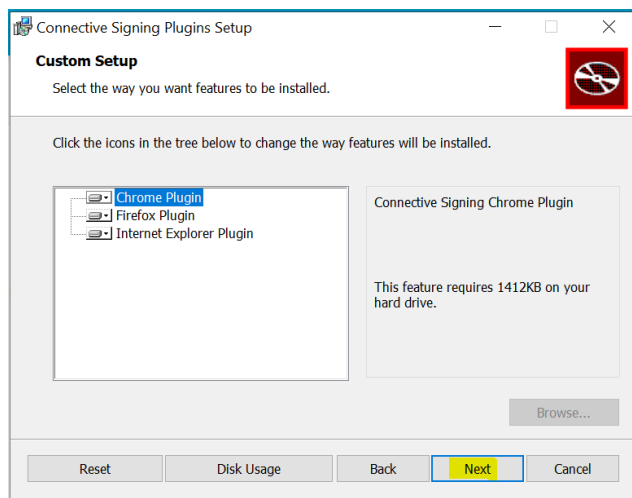
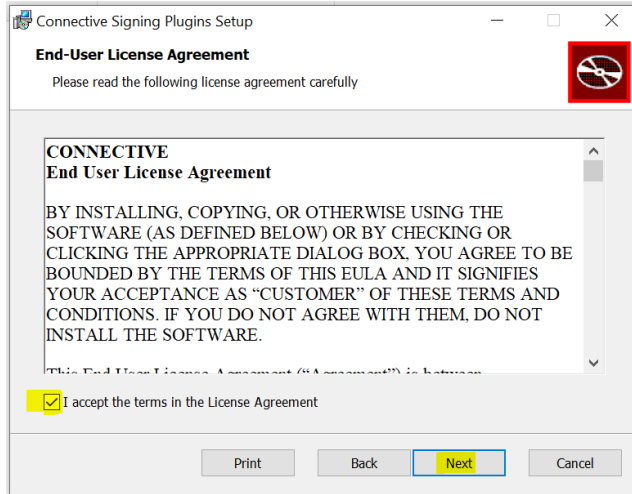


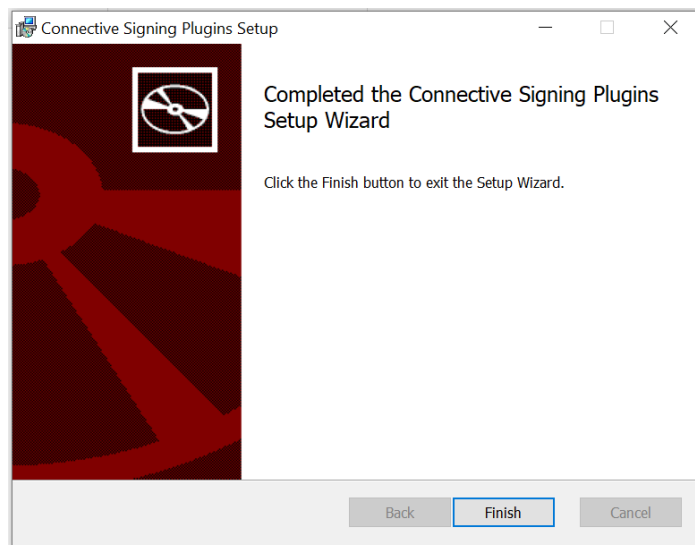
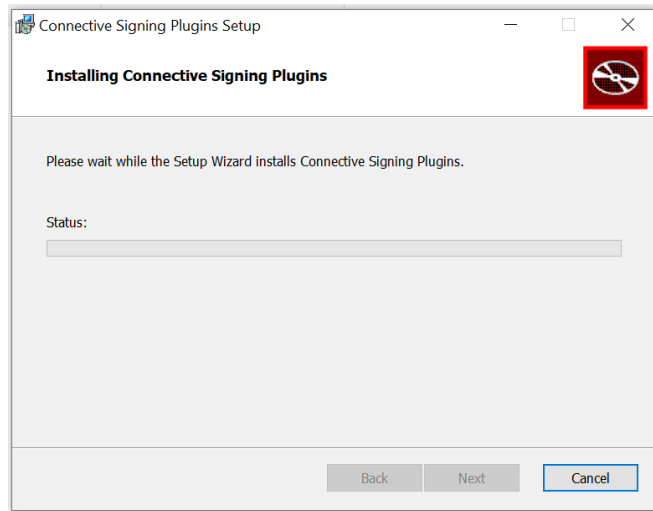
7. Open the downloaded file. Depending on your browser settings, a pop-up might appear. If not, go to the location you selected in step 6.



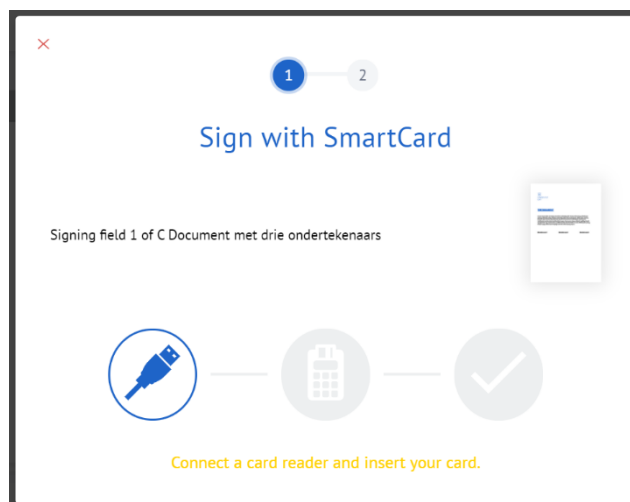
8. Follow the steps in the Setup Wizard.







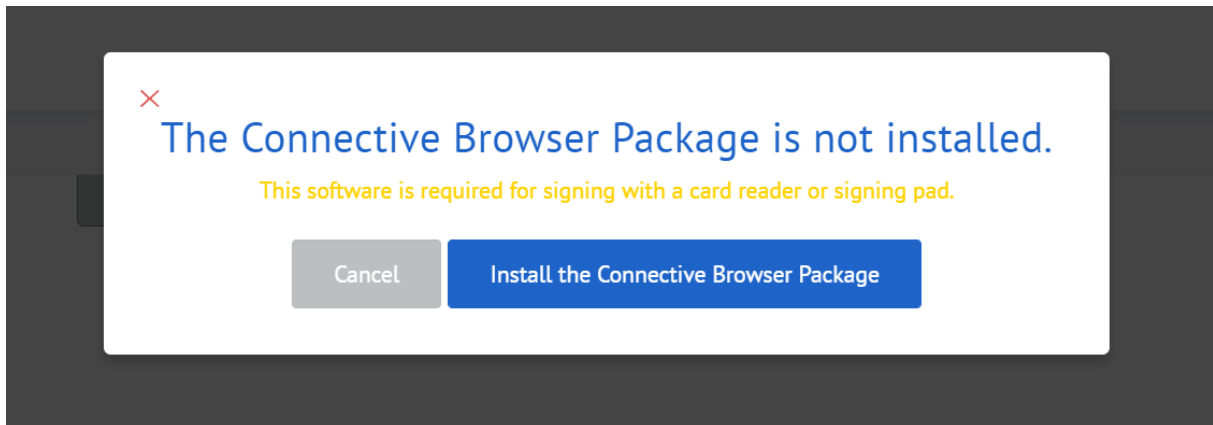
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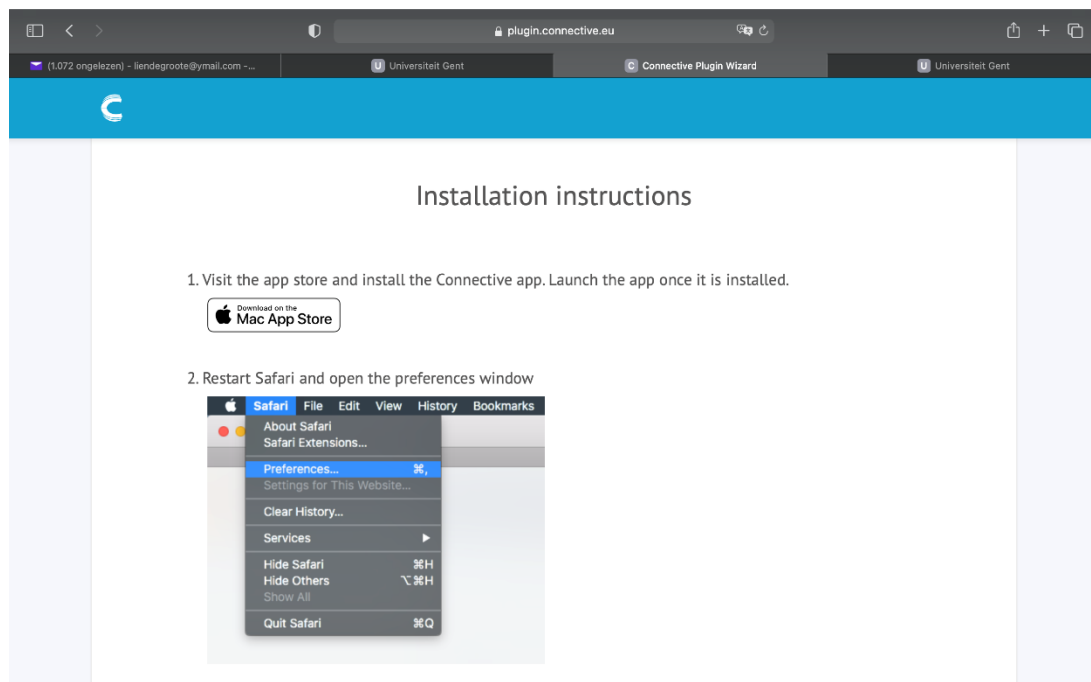
Browser 3: Safari for Mac

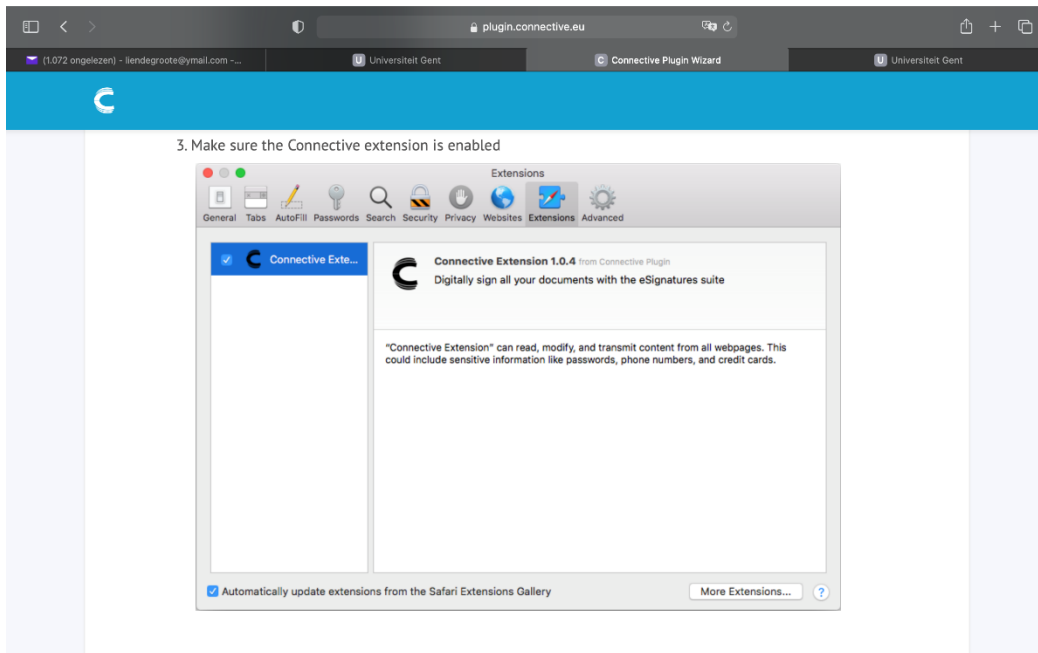
The first time you want to sign a document originating from Ghent University with your Belgian eID, you will see the message that the Connective Browser Package is not installed. To proceed with the signing process, follow these steps:

1. Click “Install the Connective Browser Package”



2. Follow the instructions as stated on your screen:

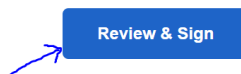




3. After successfully installing the extension, go back to the invitation e-mail and click on the button.

Dear

Please click the button below to sign your document or package 'een random word document.docx'.

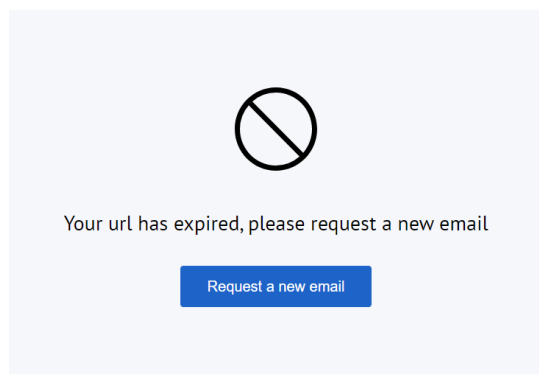


Need any help? Visit the [documentation site](#).

Kind regards,

for Universiteit Gent

4. It's possible that you'll see a message stating that your url has expired. This is a security measure. Click on "request a new email".



5. You will receive a new email from noreply.signing@ugent.be, with the invitation to sign your document. You should now be able to sign with your eID without any problems.