



## HOW TO LOG INTO SIGNINGHUB

### Step 1

- Click this link to enrol/register on the Portal for Digital Onboarding: <https://pdo.lawtrust.co.za/f6e4d0c7-7210-41e5-b719-f1519afa54a1>.
- Enter your UFS email address ([xxx@ufs.ac.za](mailto:xxx@ufs.ac.za)), click Register and follow the prompt.

University of the Free State

University of the Free State

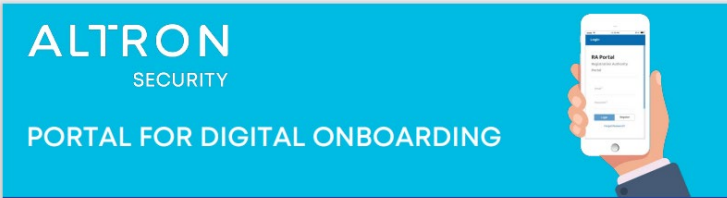
Portal for Digital Onboarding

Forgot Password?

LOGIN REGISTER

Self-Enrolment How-To Guide  
Agent-Led Enrolment How-To Guide

- If struggling to enrol/register, click Self-Enrolment How-To Guide to learn how to self-enrol.



**ALTRON**  
SECURITY

**PORTAL FOR DIGITAL ONBOARDING**

The digital certificates that are used on SigningHub are considered to be high trust. In order to issue high trust signatures, LAWtrust adheres to the WebTrust standard.

WebTrust is an international standard that specify the minimum requirements the vendor must adhere to when issuing high trust signatures.

An important WebTrust requirement is the requirement for identity verification. Before a user can be issued with a digital certificate the user must pass through a strong identity verification process. To assist users to easily pass through the identity process, the Portal for Digital Onboarding guides users through the enrolment process.

**READY TO ENROL!**

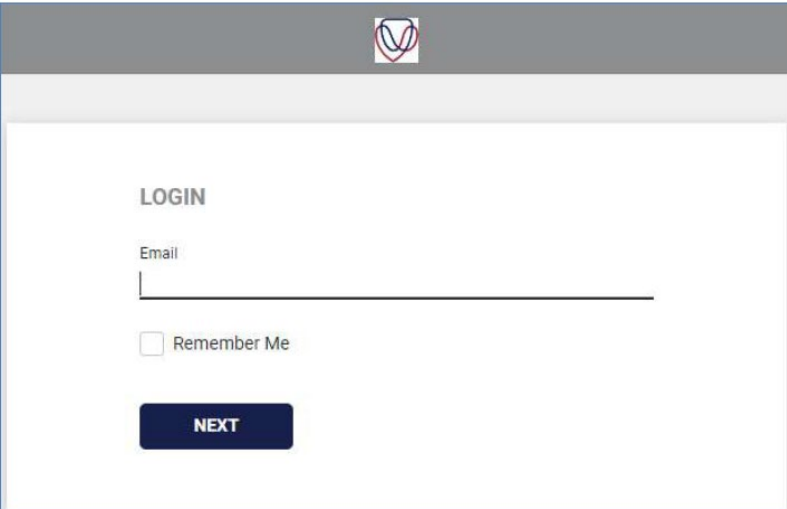
To complete the enrolment process, one of the following documents will be required:

- ✓ South African ID Book;
- ✓ South African ID Card;
- ✓ Passport;
- ✓ or ID cards from other countries.

**THE ENROLMENT PROCESS**

The following section will provide step-by-step instructions on enrolling yourself with the Altron PDO

- Once enrolled/registered successfully, browse to the following location to open the login screen: <https://sign.ufs.ac.za/>.
- Enter your UFS email address ([xxx@ufs.ac.za](mailto:xxx@ufs.ac.za)) and click Next.
- The application is configured for a single sign-on (SSO), so it will automatically use your active directory credentials to log in.



205 N  
P.O.

**LOGIN**

Email

Remember Me

**NEXT**

## Step 2

- Click the SigningHub ID option.



### Step 3

- Specify the SigningHub ID that you registered at the time of subscription.

### Step 4

- Click the Next button.

### Step 5

- Specify your password and click the Login button.

