

## ESA Introduces Docusign eSignature for Contracts

The European Space Agency (ESA) is pleased to inform all economic operators about the rollout of Docusign as ESA's electronic signature (eSignature) solution. The chosen solution aligns fully with the European Union's eIDAS (Electronic Identification, Authentication and Trust Services) regulation, ensuring that every document you sign with ESA is secure, legally recognised across the EU, EEA and other countries that recognise the legal effect of eIDAS qualified trust services, and easy to manage.

### Why This Matters for ESA Contractors or Partners

As a valued ESA registered economic operator, your experience with signing contracts or cooperative agreements is about to become significantly more streamlined. The advantages of using Docusign as ESA's electronic signature solution are the following:

#### 1. Legally Binding Signatures Across the EU

All documents signed with a Qualified eSignature with Docusign are fully compliant with eIDAS, meaning they carry full legal weight in all EU member states, EEA and other countries that recognise the legal effect of eIDAS qualified trust services. No need for printing, scanning, or shipping – signatures are recognised and enforceable instantly.

#### 2. Faster and Easier Document Handling

The Docusign platform simplifies every step of the signing process:

- No account required
- No additional cost to you
- No software installation needed

#### 3. Sign Anywhere, Anytime, On Any Device

Whether you're at your desk, in the field, or on the move, Docusign enables you to:

- Review and sign ESA documents on your desktop, tablet, or mobile
- Eliminate time-consuming manual paperwork

#### 4. Enhanced Security and Identity Verification

As per the requirements of the eIDAS regulation, Docusign uses trusted identity verification methods to protect the integrity of your signature and documents. Your information remains secure, and your identity is verified in line with EU regulations. Note that although your ID documentation may be checked online as part of the identity verification process, this data is not stored.

## How You'll Use Docusign as an ESA Contractor or Partner

Here's how the process works:

- ✓ You will receive an email notification with a unique link to your document.
- ✓ You will be asked to verify your identity ([see list](#) of accepted IDs). Your ID is only used for ID verification purposes; a copy is not stored.
- ✓ Once you have verified your identity you can review and sign the document.
- ✓ Choose your signature option:
  - Upload an image of your signature
  - Manually draw your signature
  - Select a pre-generated signature style
- ✓ You will receive a signed copy instantly once all parties have completed the signing process.

## Additional Resources for Contractors

To support you through the signature process, here are useful links to help you get started with Docusign:

- [About Docusign the company](#)
- [Is your electronic signature safe?](#)
- [Verifying your identity Guide](#)
- [Docusign Identity Wallet Privacy Notice](#)
- [Using your wallet to sign](#)

## Find Out More and Get Support

For detailed guidance on using Docusign, visit:

- [Docusign Signer Support](#)
- [Identity Verification when signing a Contract](#)
- [Signing a Document](#)

To verify you have a valid identity document please check the list provided [here](#).



The adoption of Docusign reflects ESA's broader commitment to digital transformation, aimed at making supplier interactions smoother, faster, and more secure. We are confident this new system will make your experience of working with ESA more efficient and future-ready.

For any additional questions, please feel free to reach out or explore [Docusign's FAQs](#) for more information.