



TINEXTA GROUP

WELCOME TO LET'S GOSIGN!

In this Guide you will find the guidelines to follow to activate the LGS Service and start your signing experience right away.



On the **PLANS AND PRICES** page, choose the plan that best suits your needs and click on **BUY**.

The screenshot displays the 'Plans and prices' section of the INFOCERT website. The navigation bar at the top includes links for 'How it works', 'Use cases', 'Plans and prices', 'Who we are', 'Sustainability', 'FAQ', and 'Login To GoSign'. The main heading is 'Discover all our plans' with a subtext 'Sign your documents quickly and easily' and a 'TRY IT FREE FOR 15 DAYS' button. Four plan cards are shown:

ESSENTIAL	SMART	TEAM	ADVANCED
450,00€ 75,00€ + VAT per year	350,00€ 175,00€ + VAT per year	500,00€ 250,00€ + VAT per year	900,00€ 450,00€ + VAT per year
✓ 1 USER	✓ 3 USERS	✓ 5 USERS	✓ 10 USERS
✓ QES	✓ QES	✓ QES	✓ QES
✓ SES	✓ SES	✓ SES	✓ SES
✓ 2 GB Digital archiving	✓ 2 GB Digital archiving	✓ 2 GB Digital archiving	✓ 2 GB Digital archiving
✓ 50 files per year	✓ 150 files per year	✓ 250 files per year	✓ 1000 files per year
BUY	BUY	BUY	BUY

Below the plans, there is a 'Custom' option with the text 'Didn't find the right plan for your needs? Contact us and indicate the features you need: one of our experts will contact you to create a dedicated plan!' and a 'Contact us' button.

If you do not already have an account, click on **SIGN IN** and enter the data requested.

The screenshot shows the InfoCert login page. At the top, there is a navigation bar with links: Home, How it works, Use cases, Plans and prices, Who we are, Sustainability, FAQ, and Login To GoSign. On the right, there are buttons for Login, Contact us, and EN. The main content area has a heading 'You're not registered yet?' and a subheading 'Create your account now'. To the right is a form titled 'Insert your data' with a 'Login →' link. The form contains the following fields: Company/Personal (dropdown menu with 'Business' selected), Name (text field with 'Jane'), Surname (text field with 'Green'), Role (text field with 'Real Estate Manager'), Business name (text field with 'REM'), Industry (text field with 'Real Estate'), VAT number (text field with '1234567890'), Registered office (text field with 'Bodestraße 11 Berlin, XX 10115'), E-mail address (text field with 'jane.green@yopmail.com'), and Phone number (text field with '+49 3333333333'). Below the fields are two sections of terms and conditions. The first section is a mandatory declaration to read the information notice, with a checked checkbox. The second section is an optional agreement to the processing of data, with the 'Yes' radio button selected. At the bottom of the form is a blue 'Sign In →' button, which is being pointed to by a black mouse cursor.

Homepage > Login

You're not registered yet?

Create your account now

Insert your data [Login →](#)

Company/Personal * Name *

Business Jane

Surname * Role *

Green Real Estate Manager

Business name * Industry *

REM Real Estate

VAT number * Registered office *

1234567890 Bodestraße 11 Berlin, XX 10115

E-mail address * Phone number *

jane.green@yopmail.com +49 3333333333

☒ (Mandatory) I declare that I have read the [Information notice](#) on the protection of personal data provided by InfoCert S.p.A. pursuant to the GDPR and published on the Website [www.infocert.digital](#). Furthermore, for the purposes referred to in paragraph 4, letter e), f) and g) of the information notice:

(Optional) I agree to the processing of Data in relation to the sending by the Data Controller of commercial and/or promotional communications relating to own products/services of any kinds or products/services of other companies

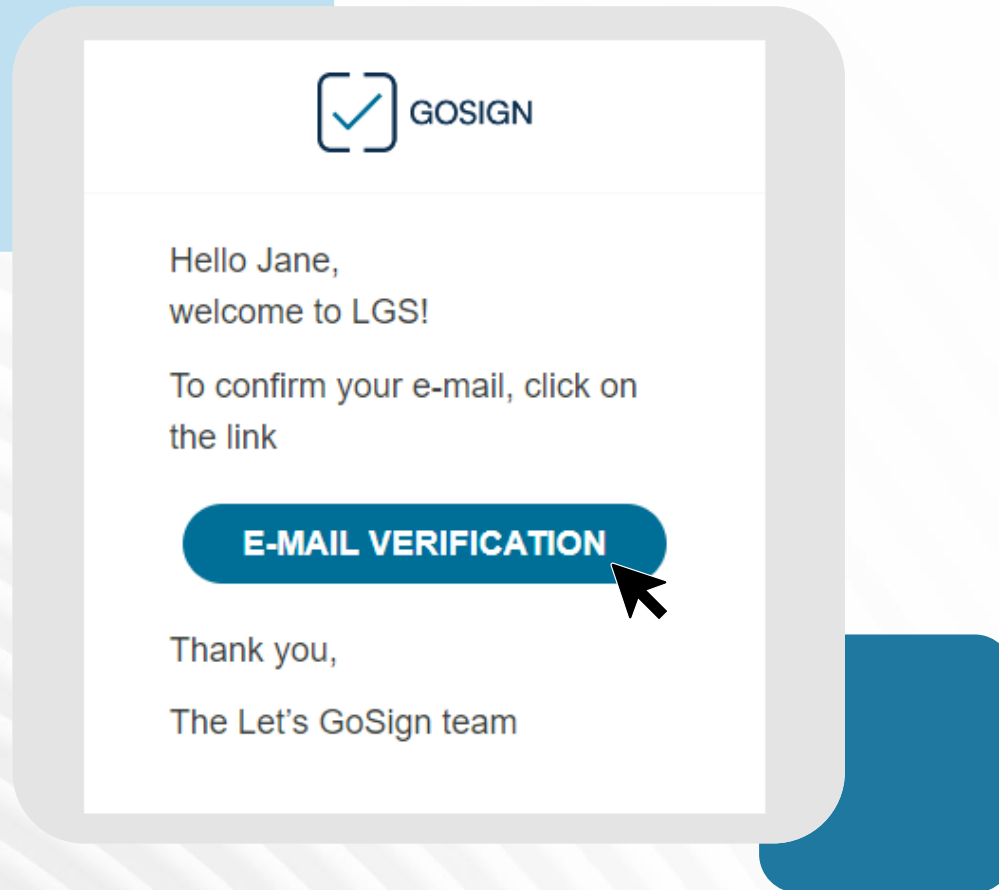
☒ Yes ☐ No

(Optional) I agree to the communication or transfer of Data to other companies who will use them for their own commercial and / or promotional purposes as autonomous Data Controller

☒ Yes ☐ No

[Sign In →](#)

PLEASE NOTE: remember that if you have a **VAT** number you will have to enter all the information needed to process the invoice; if, on the other hand, you do not, instead of an invoice, you will receive a purchase receipt by e-mail.



If you click on **SIGN IN**, we will send you a notification to confirm the activation of the e-mail you entered during registration.

Click on **E-MAIL VERIFICATION**, enter your new password and confirm, so as to be able, subsequently, to access the Reserved Area of letsgosign.com


The screenshot displays the GOSIGN website's registration process. At the top, the navigation bar includes the GOSIGN logo, links for 'How it works', 'Use cases', 'Plans and prices', 'Who we are', 'Sustainability', 'FAQ', and 'Login To GoSign'. On the right, there are buttons for 'Login', 'Contact us', and 'P&EN'. The main content area shows a breadcrumb trail 'Homepage > Login' and a section titled 'Already registered?' with the text 'Access to your account now'. A modal window is open, titled 'GOSIGN' with a checkmark icon. It contains the heading 'Confirm password' and the instruction 'Choose a password to complete your registration'. Below this is a 'New password' label and a password input field showing eight dots. A dropdown menu is open below the input field, displaying four password requirements, each with a green checkmark: 'At least 8 characters', 'At least one capital letter and one lowercase', 'At least one numeric character', and 'At least one special character'.



GOSIGN

Confirm password
Choose a password to complete your registration

New password

- At least 8 characters
- At least one capital letter and one lowercase
- At least one numeric character
- At least one special character

 [How it works](#) [Use cases](#) [Plans and prices](#) [Who we are](#) [Sustainability](#) [FAQ](#) [Login To GoSign](#)

 [jane.green@yopmail.com](#) REM 

Cart

1 Plan

Let's Go Sign
Plan TEAM

€250.00

Number USER:

5

Digital archiving:

2 GB

Files per year:

250

Order summary

empty shopping cart

LGS Plan TEAM

€250.00

Total promotions:

€0.00

Total:


€250.00

PROCEED TO CHECKOUT

Do you have a discount code?


Create, share and... Let's GoSign!

TRY IT FREE

 **Company**
[About us](#)
[Sustainability](#)

LGS Service
[GOSIGN](#)
[Plan and pricing](#)


Support
[Contact us](#)
[FAQs](#)

Powered by 

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[Cookie Policy](#) [Information Notice](#)

Place the Plan you wish to purchase in the shopping cart and proceed with the purchase.
Remember that you can purchase by **credit card or PayPal**, or use a discount voucher, if you have one.

5/40


[How it works](#)
[Use cases](#)
[Plans and prices](#)
[Who we are](#)
[Sustainability](#)
[FAQ](#)
[Login To GoSign](#)

jane.green@yopmail.com
REM

Cart

Billing information

Country
Germany

Street
BodestraÙe 11

City
Berlin

State

Postal code
10115

Payment options

☐ Credit card

☐ PayPal

Order summary

empty shopping cart

LGS Plan TEAM

Total promotions: €0.00

Total: €250.00

ACCEPT AND BUY

Do you have a discount code?

The Customer acknowledges and accepts the following contractual provisions:

- General T&C
- Privacy Notice
- The Customer declares that he has accepted the clauses of art. 1.8 (Other services on request), art. 1.9 (Obligations of the Customer), section 2 (Provision of Service and Fees), art. 3.4 (Appointment of Data Processor pursuant to Art. 28 Regulation (EU) 679/2016), art. 3.5 (Data Storage), Section 4 (Responsibilities), Section 5 (Withdrawal and Termination) and Section 6 (Final Clauses) of the General Terms and Conditions of Contract, specifically accepted, pursuant to and for the purposes of art. 1341 and 1342, c.c..


By clicking on BUY, the Customer declares that he has read, understood and accepted the terms of the Contract.



Create, share and... Let's GoSign!

TRY IT FREE


PLEASE NOTE: in the information summary, check that your data are correct and make any changes that might be necessary in the **PROFILE** section of your Reserved Area.

Once the payment has gone through, you can start assigning your **USERS** to the Service.

 [How it works](#) [Use cases](#) [Plans and prices](#) [Who we are](#) [Sustainability](#) [FAQ](#) [Login To GoSign](#)

 [jane.green@yopmail.com](#)
REM 

Checkout




Payment has been successful

Thank you for choosing Let's GoSign

Soon you will receive an email with all the next steps to proceed with USER activation.
If you need more information see our FAQs.

[VIEW YOUR ORDER](#) [Manage your plan](#)

Create, share and... Let's GoSign! [TRY IT FREE](#)



Company


[About us](#)
[Sustainability](#)

LGS Service

[GOSIGN](#)
[Plan and pricing](#)

Support

[Contact us](#)
[FAQs](#)

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- Make sure you are logged in to the site and go to your **Reserved Area**.
- Select **USER MANAGEMENT** and check to ensure that the plan is **ACTIVE**.

PLEASE NOTE: the Service can take from **5 minutes to 24 hours** to become **ACTIVE**; if after 24 hours it is still **PENDING**, contact us by filling in the form on the **CONTACT US** page.

- To add each **USER**, click on **ASSIGN USER** and enter the data requested.

Welcome to Let's GoSign
lgsservice1@yopmail.com

Profile → Manage your data and contact information

Settings → Manage your access data

Orders → Monitor your orders and download invoices

User management → Associate and manage your utilities

Upgrade / Add-on → Add services or enrich your plan

Create, share and... Let's GoSign! [TRY IT FREE](#)

GO SIGN Company LGS Service Support
About us GO SIGN Contact us
Sustainability Plan and pricing FAQs

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Cookie Policy Information Notice

GO SIGN | [HOW IT WORKS](#) | [USE CASES](#) | [Plans and prices](#) | [Who we are](#) | [Sustainability](#) | [FAQ](#) | [Login To GoSign](#)

Reserved area > User management

TEAM Active 5 USERS

Assign the service to your USER
0 users assigned on 5 available [+ Assign USER](#)

N°	Name and Surname	E-mail address	Phone number	Status
No USERS assigned				

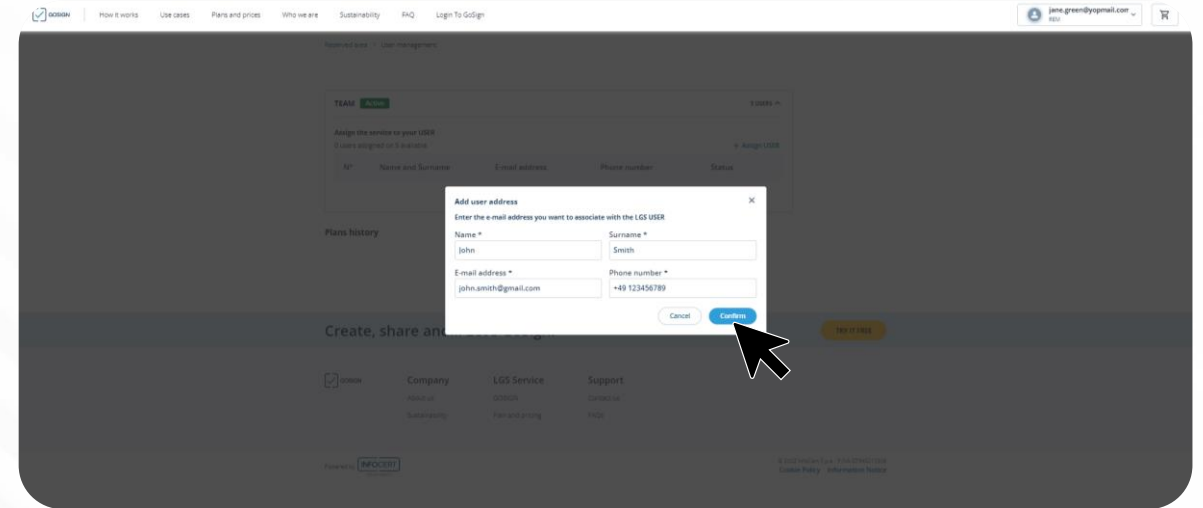
Plans history

Create, share and... Let's GoSign! [TRY IT FREE](#)

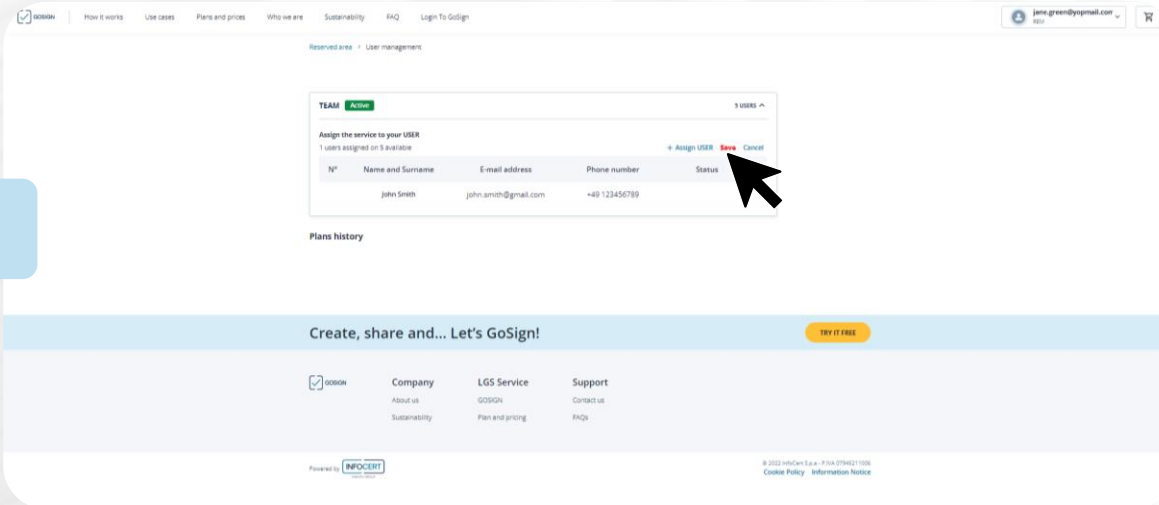
GO SIGN Company LGS Service Support
About us GO SIGN Contact us
Sustainability Plan and pricing FAQs

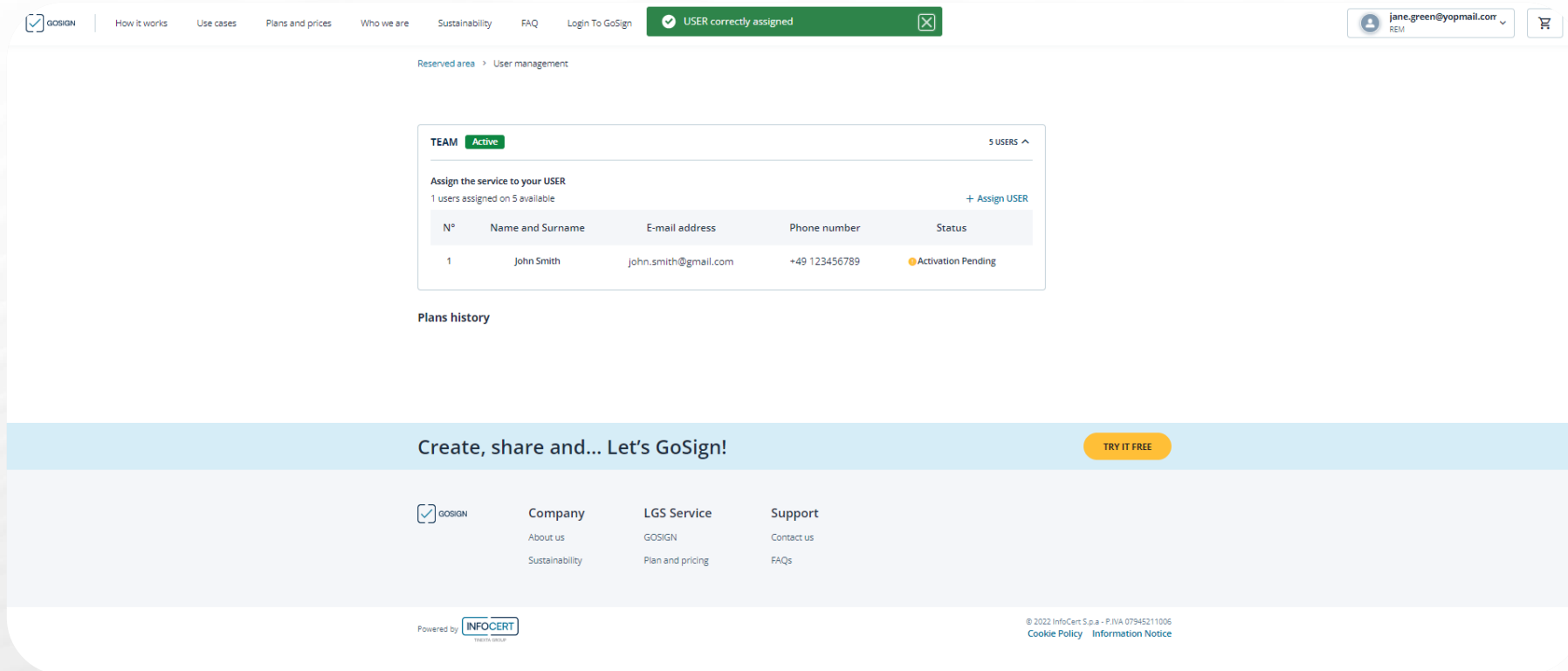
Powered by **INFOCERT** © 2022 InfoCert S.p.A. - P.IVA 0794211006
Cookie Policy Information Notice

Click on **CONFIRM** and **SAVE** to complete the assignment.




PLEASE NOTE: ensure that your data are correct, especially your e-mail address. Once entered, the e-mail will be associated with the LGS Credentials and no other USERS can be associated with it.







From this moment on, the **USER** to whom you have assigned the Service will receive by e-mail all the information needed to carry out the activation and signing steps on **GoSign**.

Remember that association can take **between 5 minutes and 24 hours**; if after 24 hours your USER has still not received an e-mail, first check the **SPAM** folder. If no e-mail has been sent by Let's GoSign, contact us by filling in the form on the **CONTACT US** page.

 [How it works](#) [Use cases](#) [Plans and prices](#) [Who we are](#) [Sustainability](#) [FAQ](#) [Login To GoSign](#)


 [jane.green@yopmail.com](#) REM 

[Reserved area](#) > [User management](#)

TEAM Active

5 USERS ^

Assign the service to your USER
1 users assigned on 5 available [+ Assign USER](#)

N°	Name and Surname	E-mail address	Phone number	Status	
1	John Smith	john.smith@gmail.com	+49 123456789	<input checked="" type="checkbox"/> Active	

Plans history

Create, share and... Let's GoSign! [TRY IT FREE](#)

To delete a **USER** from the slots at your disposal, simply click on the icon next to your **USER** and proceed with the deletion. Please be advised that you can **change** a **USER** every **3 months**. After confirming the deletion, you can enter the new **USER** you wish to **associate** with the **LGS Service**.

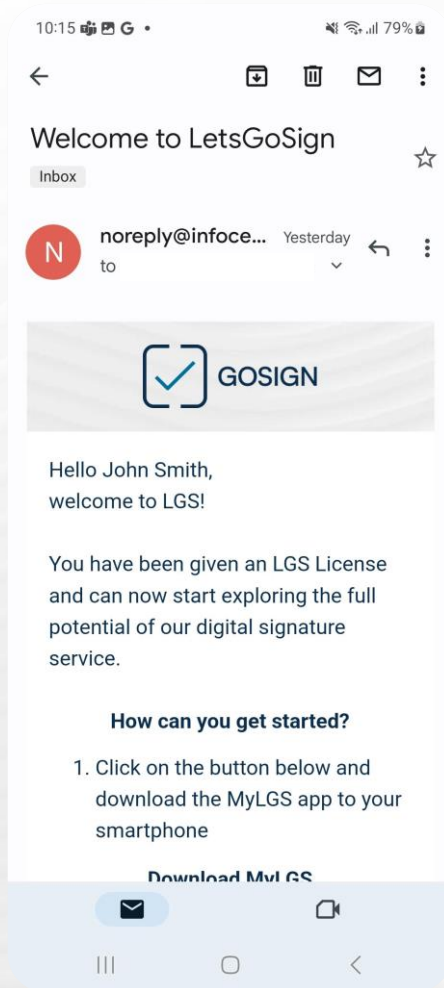


TINEXTA GROUP

MYLGS GETTING STARTED GUIDE

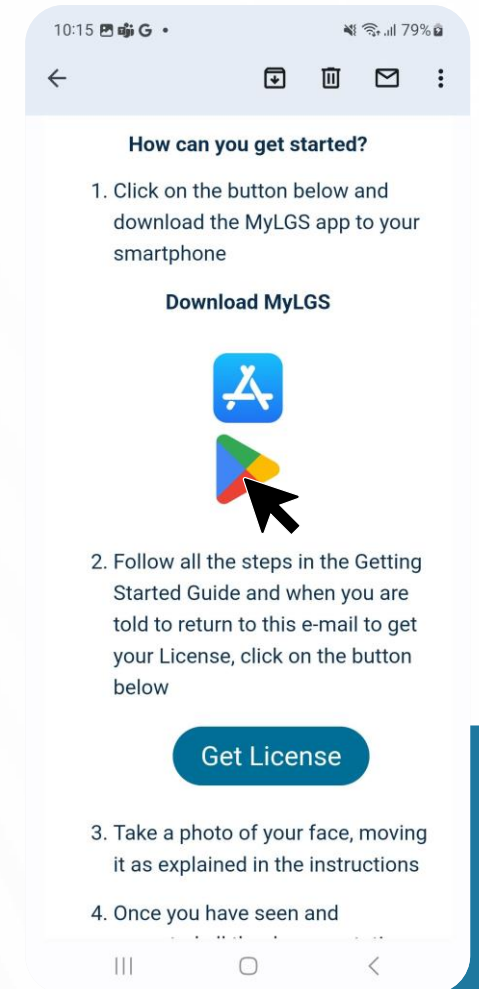
If you have been assigned an LGS Licence, follow the steps below to activate your Certified Identity and sign on GoSign. Keep in mind that you need a valid e-passport and a smartphone with biometric authentication to use the LGS Service.



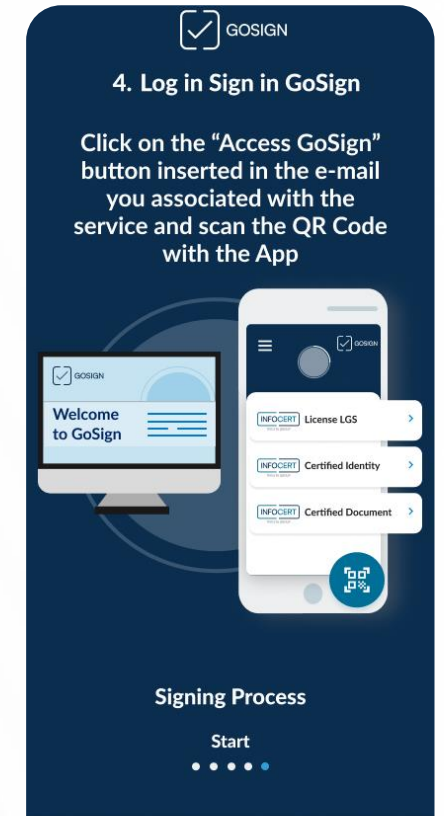
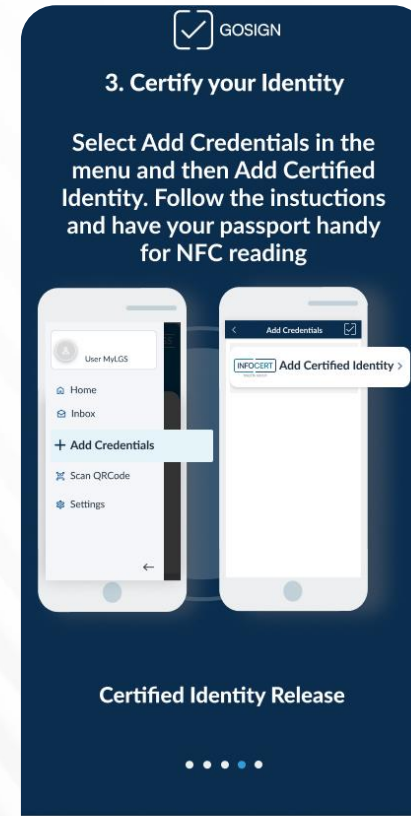
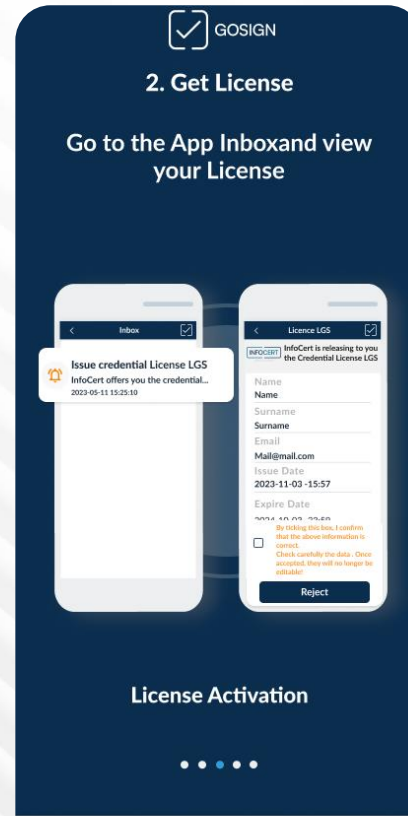
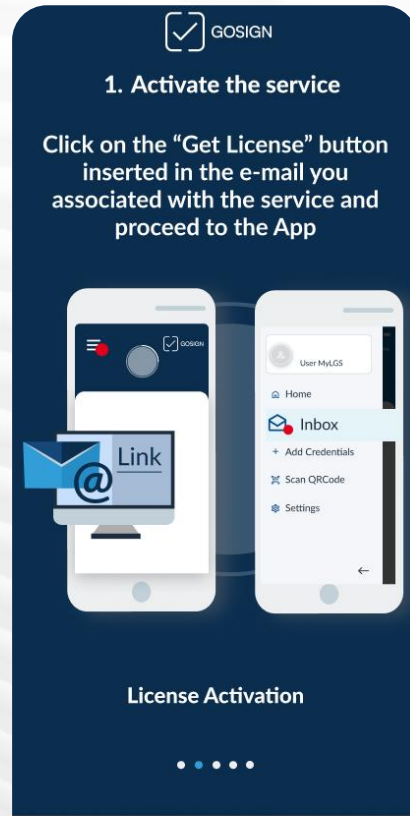
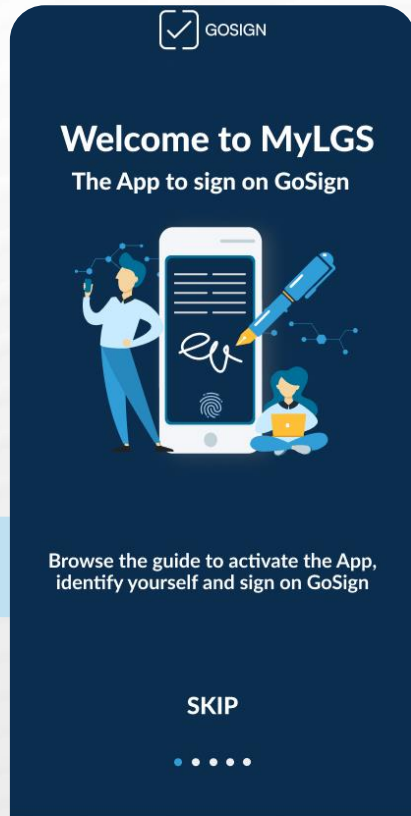


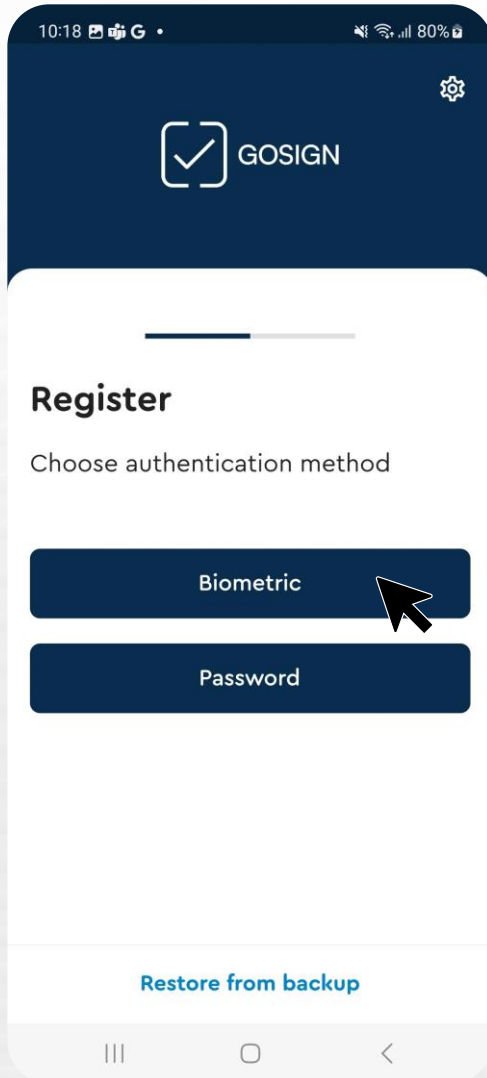
Open the e-mail you have received from Let's GoSign on your smartphone or PC.
In this message you will find the steps to follow in the three separate stages.

Click on the first icon and download the MyLGS app compatible with the operating system of your smartphone.



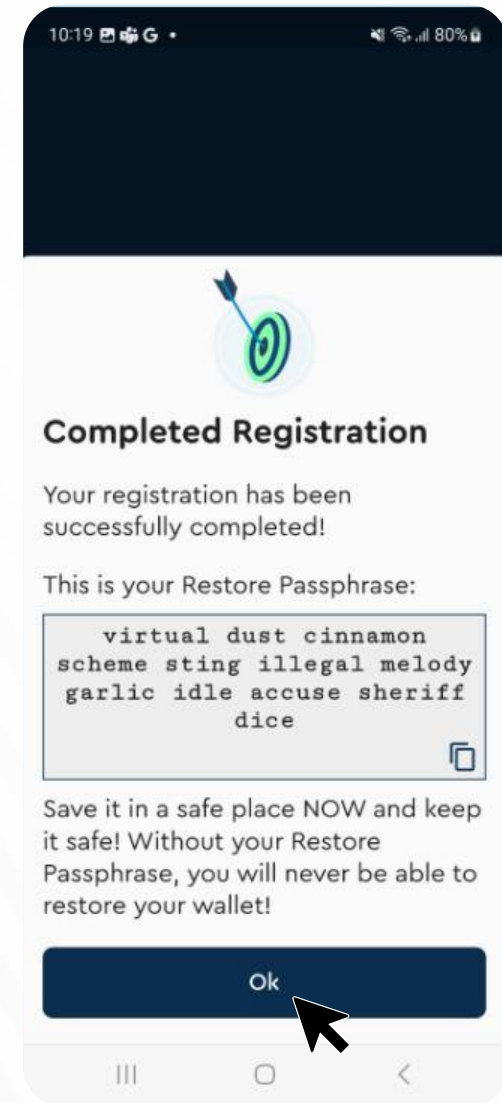
After downloading it, open the app and scroll through the brief introductory **Carousel**.

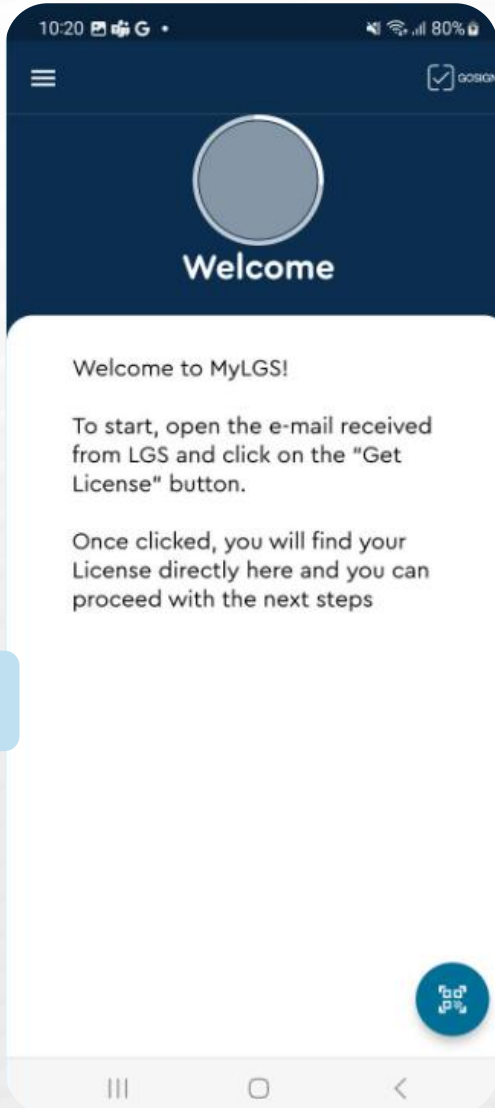




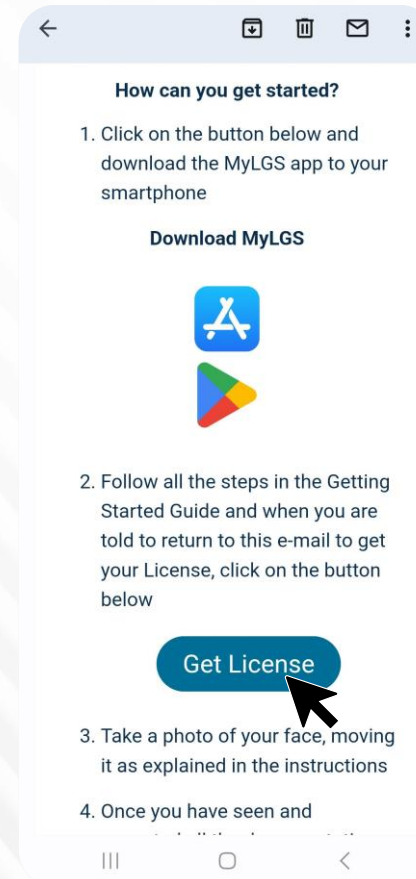
Click on **START**, choose your authentication method for logging in to the app (biometrics or password) and agree to receiving notifications from MyLGS.

Remember to save and keep your **RESTORE PASSPHRASE**: you may need it later.





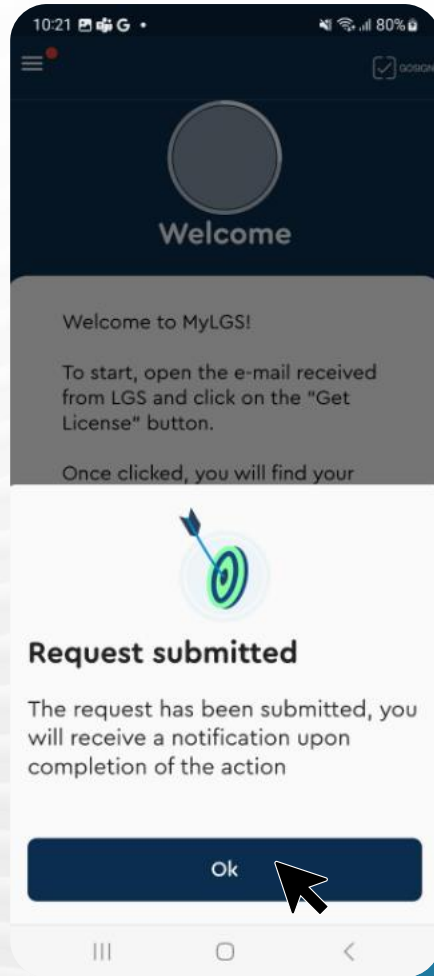
When the welcome message appears on the Home page of the app, consult the e-mail we sent you and carry out the second step by clicking on the **GET LICENCE** button.



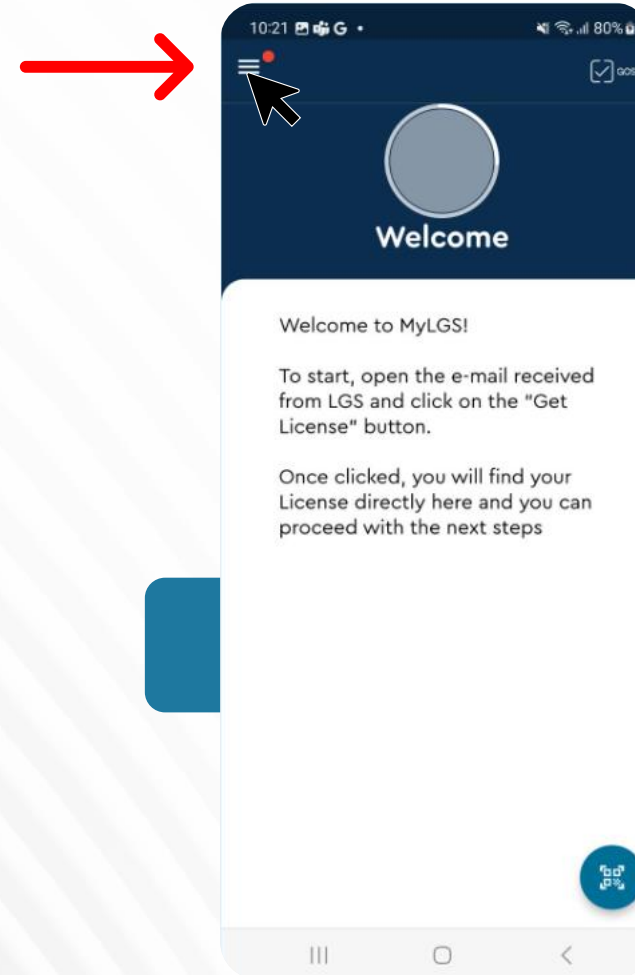


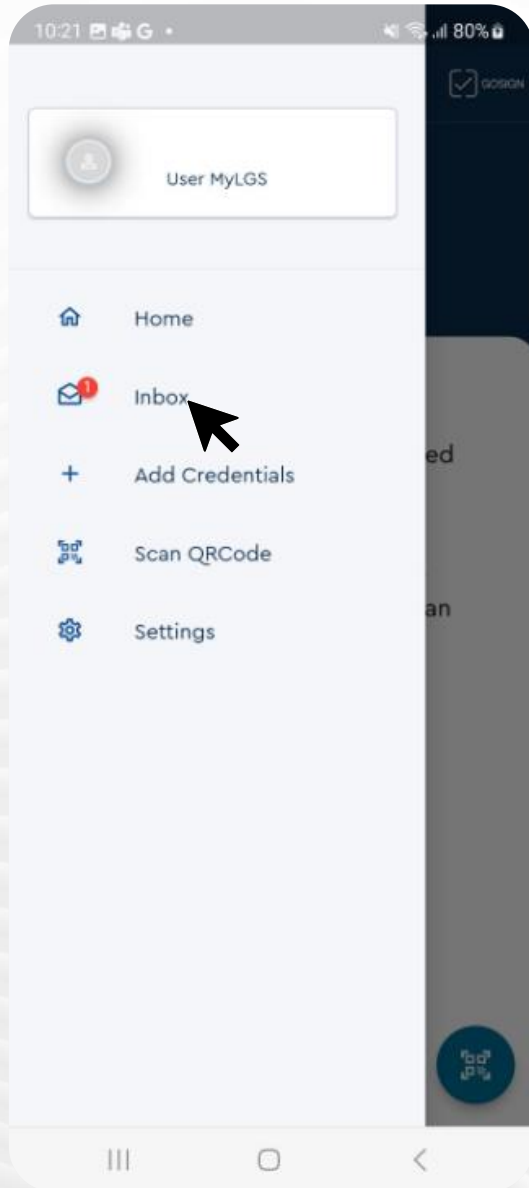
You will be taken to a page with **two options**:

- if you have opened the e-mail on your PC, open MyLGS and click on the QRCode icon on the bottom right. Select SCAN QRCode and scan the QRCode on the page.
- if, on the other hand, you have opened the e-mail on your smartphone, click on one of the two icons shown on the page (iOS or Android) depending on your operating system.



The **Request submitted notification** will appear on the App and a red notification will appear in the top left-hand menu.





Go to your **Inbox** and click on the notification: your **LGS Credential** will be issued.



10:22 81%

← License LGS ✓

Infocert is releasing to you the
Credential License LGS

Name
John

Surname
Smith

Email
@gmail.com

Expire Date
2024-07-17 - 10:00

Issue Date
2023-07-17 - 18:54

By ticking this box I confirm that the
above data is correct.


☒ Check carefully the data. Once
accepted, they will no longer be
editable!

Accept

Check all your data and tick the box below;
then click on **Accept**.

10:22 81%

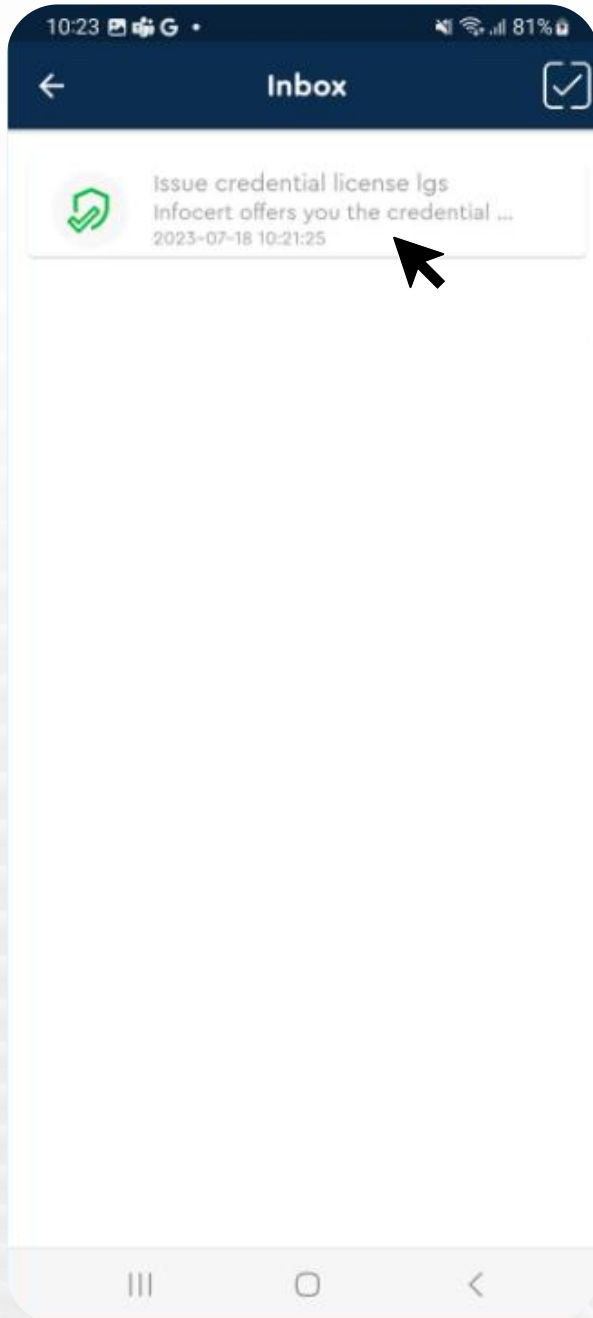
Please wait...



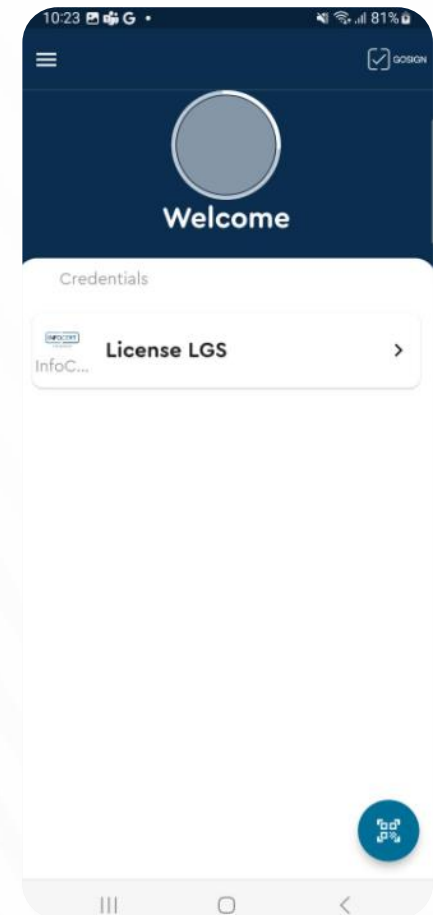
Download Credential

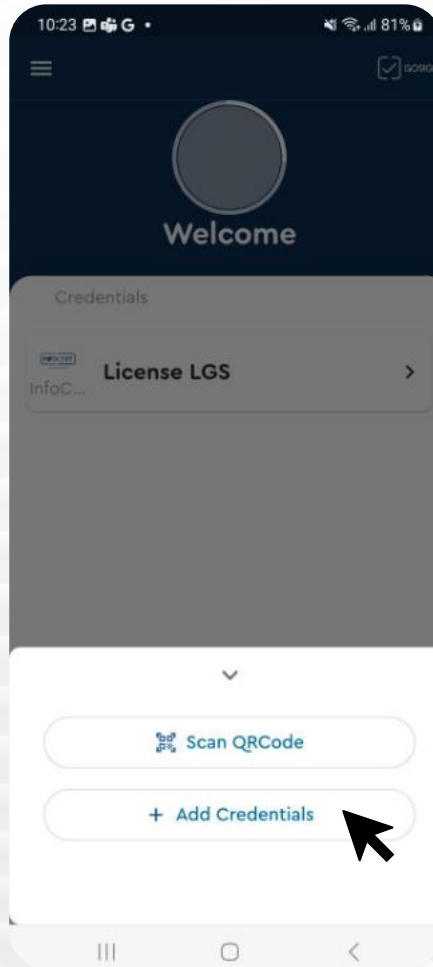
The Credential has been saved in
MyLGS

Ok



Once your credential has been downloaded into your **Wallet**, the notification will turn green and you will find your first credential, the LGS CREDENTIAL, on the MyLGS Home page.





To proceed with the next credentials linked to the identification process, go to the **MENU** or click on the bottom-right icon with the QRCode and select **ADD CREDENTIALS**.



Click on **ADD CERTIFIED IDENTITY**

16:05 75%

← TERMS AND CONDITIONS ... ✓

What is the issued service?

TERMS AND CONDITIONS OF USE OF THE WALLET AND ISSUE OF CREDENTIALS ("Terms and Conditions")

By accepting these Terms and Conditions, the User consents to the following terms of use of the wallet (hereinafter also "Application") and the terms and conditions of issuance of identity assertions (hereinafter "Credentials", jointly "Service") by InfoCert S.p.A. (hereinafter "InfoCert").

Pursuant to the Consumer Code and other relevant laws applicable to online services, the electronic procedure for the execution of the Terms and Conditions requires the User to accept InfoCert's proposal and request the Service only after having read the relevant contractual documentation.

☒ I have read and I agree *

* Required

Cancel Accept

16:05 75%

← TERMS AND CONDITIONS ... ✓

What is the issued service?

TERMS AND CONDITIONS OF USE OF THE WALLET AND ISSUE OF CREDENTIALS ("Terms and Conditions")

By clicking "I have read and I agree", You declare that You have accepted the clauses of Section A of art. 1.2 (Obligations of the User); 1.5 (Responsibilities of the User); 1.6 (Responsibilities of InfoCert); 1.8 (Termination of the terms and conditions and right of withdrawal); as well as the clauses of Section B of art. 1.2 (Execution and duration); 1.5 (Request, activation and revocation of the Credentials - Responsibilities); 1.6 (Obligations of the Holder); 1.7 (Obligations of InfoCert); 1.11 (Assignment of the contract. Changes to the contractual terms); 1.12 (Withdrawal and termination); 1.13 (Withdrawal by InfoCert); 1.15 (Code of Ethics and Model

☒ I have read and I agree *

* Required

Back Accept

16:05 75%

← Privacy Notice ✓

How does InfoCert processes my data?

InfoCert S.p.A._Information notice
Information Notice
pursuant to Article 13, Regulation (EU) 2016/679 (the "Regulation" or "GDPR")

With this information notice, InfoCert S.p.A. would like to illustrate the purposes for which it collects and processes Your personal data, which categories of personal data are processed, what are Your rights according to the applicable data protection legislation and how they can be exercised.

1. THE DATA CONTROLLER
InfoCert S.p.A., with registered office in Piazza Sallustio n. 9, 00187 - Rome (RM), is the data controller of Your personal data ("InfoCert" or "Data Controller").
You may contact the Data Controller via e-mail at infocert@legalmail.it, or via regular mail at

☒ I have read and I agree *

* Required

Back Accept

- View and accept the **T&C** documentation
- View and accept the **Wallet** documentation
- View and accept the **Privacy Notice**

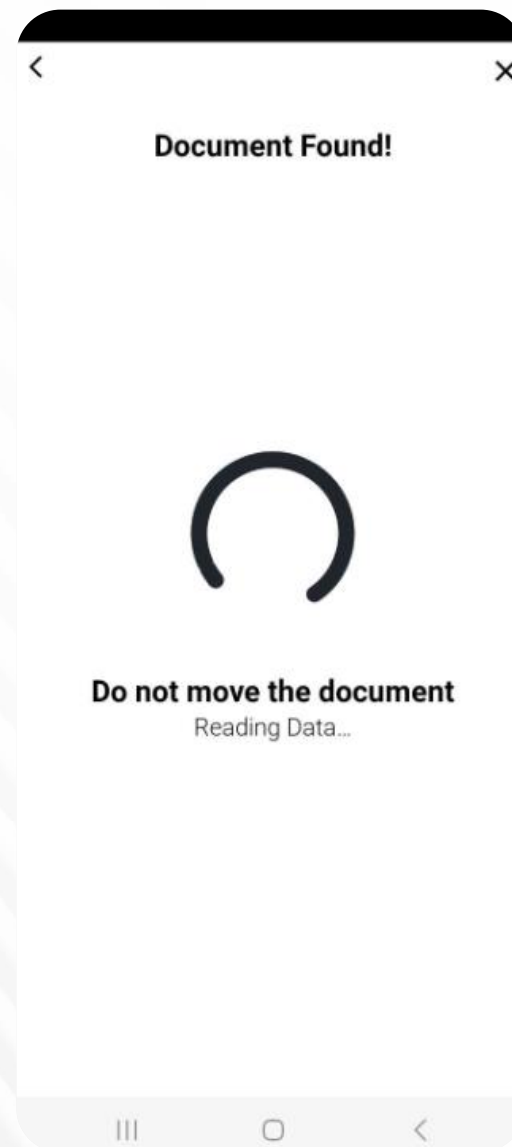
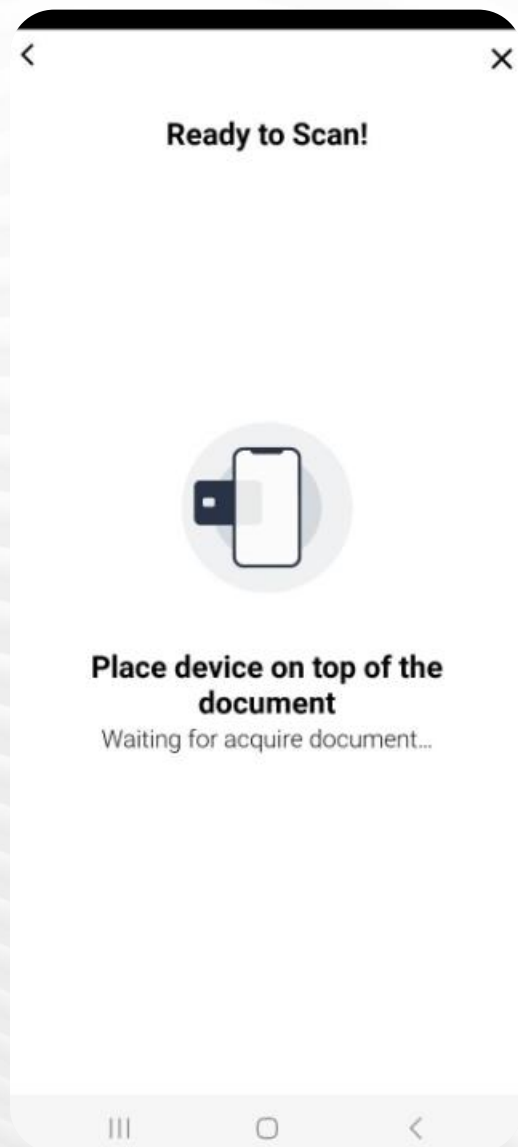
Take a legible photo of your document



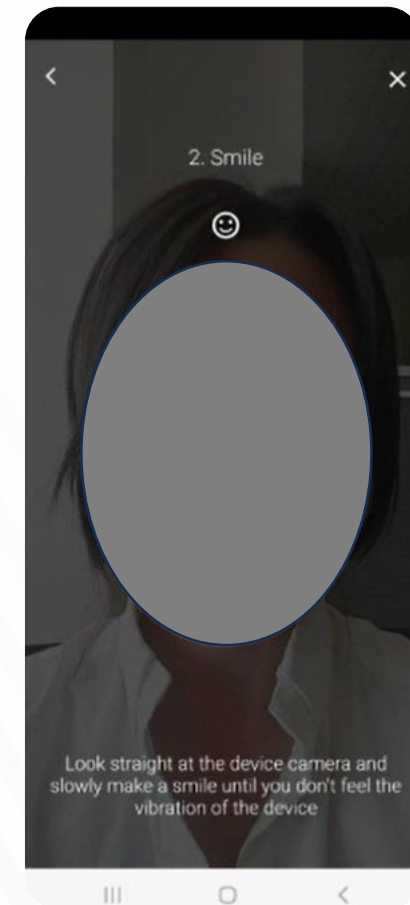
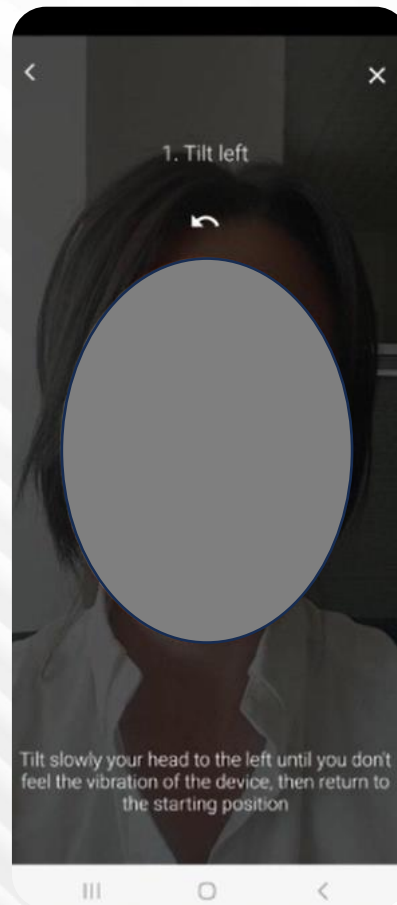
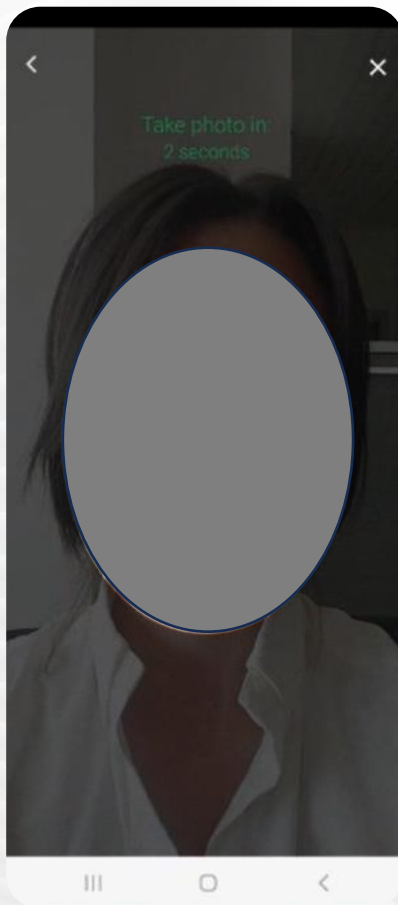
Ensure that all the data it contains are correct, then click on **OK**

A smartphone screen displaying a 'Check the data' form. The form has a title 'Check the data' and a subtitle 'Press Ok for start document search'. Below the subtitle are three input fields: 'Document number' with the value 'YB!', 'Expiration date' with the value '2029-', and 'Date of birth' with the value '1992-_- -'. Each field has a small edit icon (pencil) to its right. At the bottom of the form is a large blue button labeled 'Ok'. A mouse cursor is pointing at the 'Ok' button. The screen also shows back and close buttons at the top and a mobile OS navigation bar at the bottom.

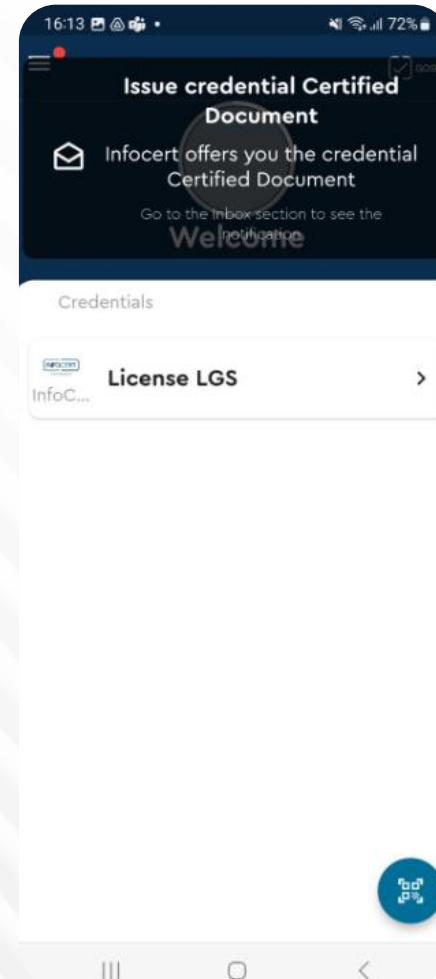
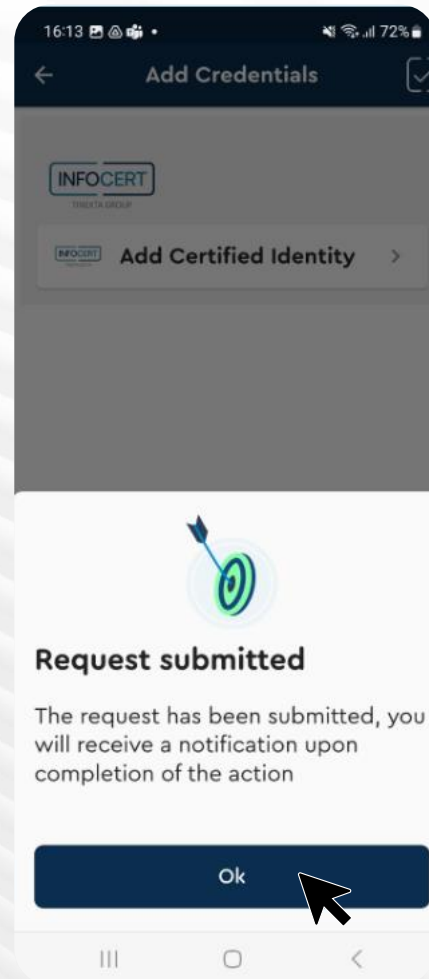
Place your smartphone on the electronic document until it is detected by the App and wait until it has finished scanning it



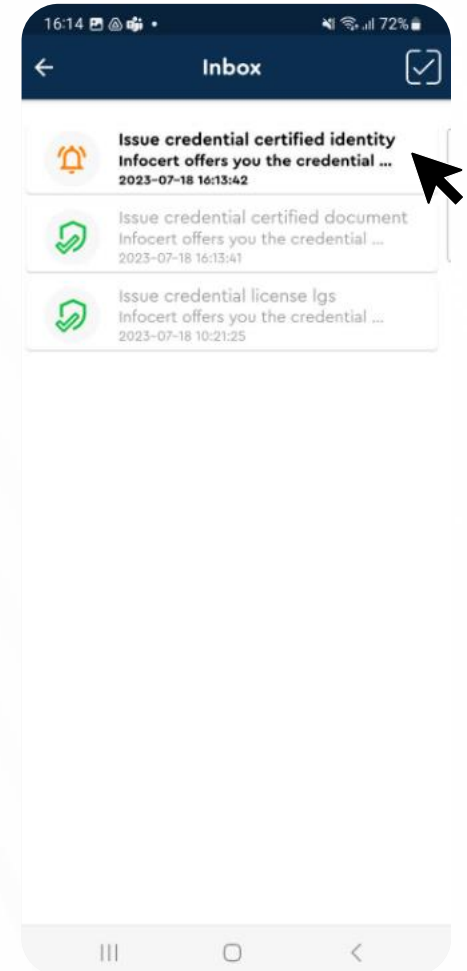
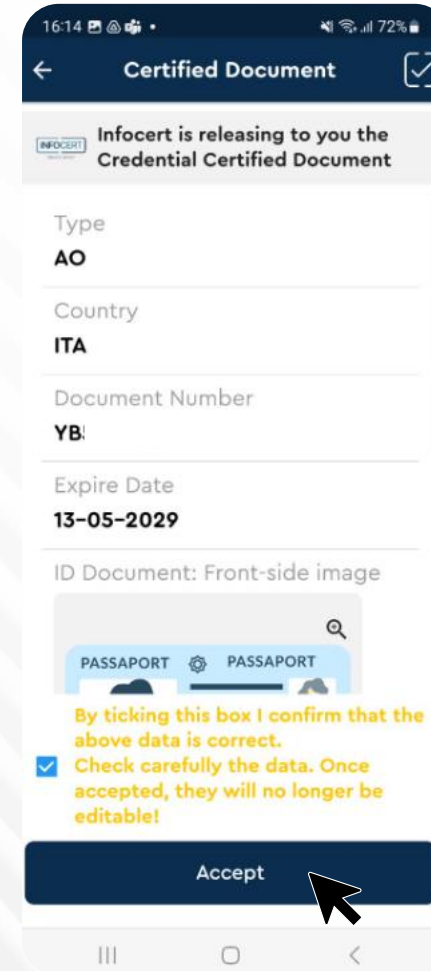
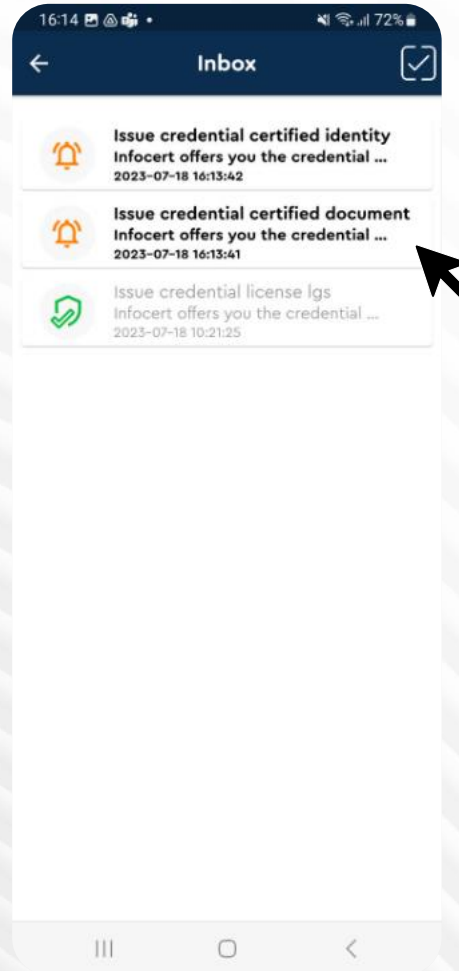
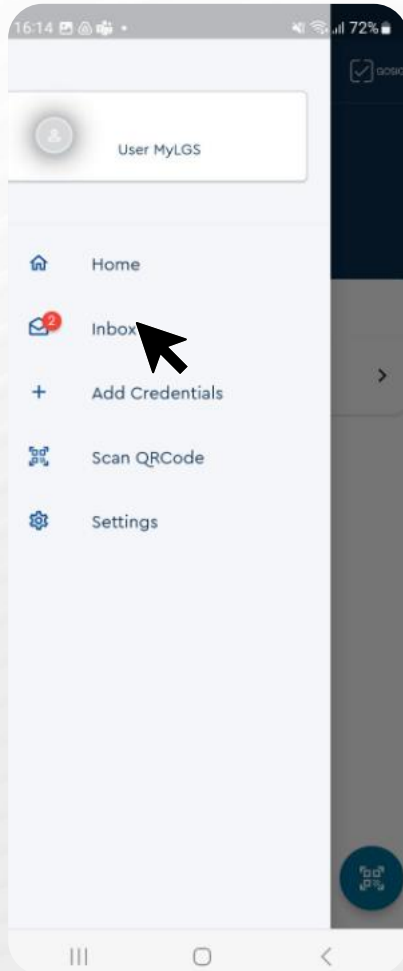
Follow the instructions provided by MyLGS:
you will have to take **3 photos** of your face (one face on, one of the left/right side and one smiling) and confirm that you are satisfied with the photos. If you are not, keep taking photos until you are satisfied with your SELFIES.
Then click on **OK**.



When you see the green notification, click on **SEND**:
from this moment on, InfoCert will verify your information and identity.



Go back to your Inbox and accept the **CERTIFIED IDENTITY** and **CERTIFIED DOCUMENT** notifications.



Once everything has been accepted and the notifications turn green, your **CREDENTIALS** and your Identity have been verified correctly.

16:15 71%

← Certified Identity ✓

Infocert is releasing to you the
Credential Certified Identity

Name

Surname

Date of Birth

Place of Birth

Citizenship

identificationId
44b40d0400a66e5910137e547


By ticking this box I confirm that the
above data is correct.

☒ Check carefully the data. Once
accepted, they will no longer be
editable!

Accept

16:15 71%

Please wait...






Download Credential

The Credential has been saved in
MyLGS

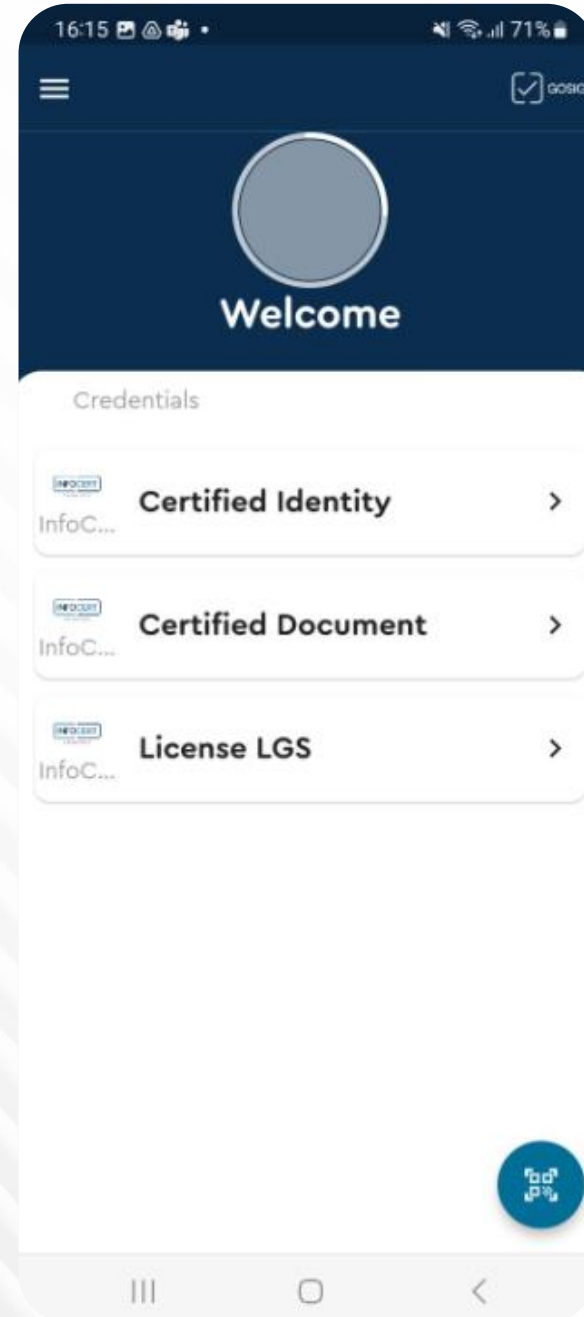
Ok

16:15 71%

← Inbox ✓

-  Issue credential certified identity
Infocert offers you the credential ...
2023-07-18 16:13:42
-  Issue credential certified document
Infocert offers you the credential ...
2023-07-18 16:13:41
-  Issue credential license lgs
Infocert offers you the credential ...
2023-07-18 10:21:25

At this stage, a total of **3 CREDENTIALS** will appear on the MyLGS Home page, and from now on you can log in and sign your digital documents on **GoSign**.



SIGNING PROCESS GUIDE

Once the identification process has been completed, you can start signing your digital documents in a qualified manner! Follow all the steps provided to access and apply your Qualified or Simple Electronic Signature on GoSign using the MyLGS app.



To login to **GoSign**, you can either:

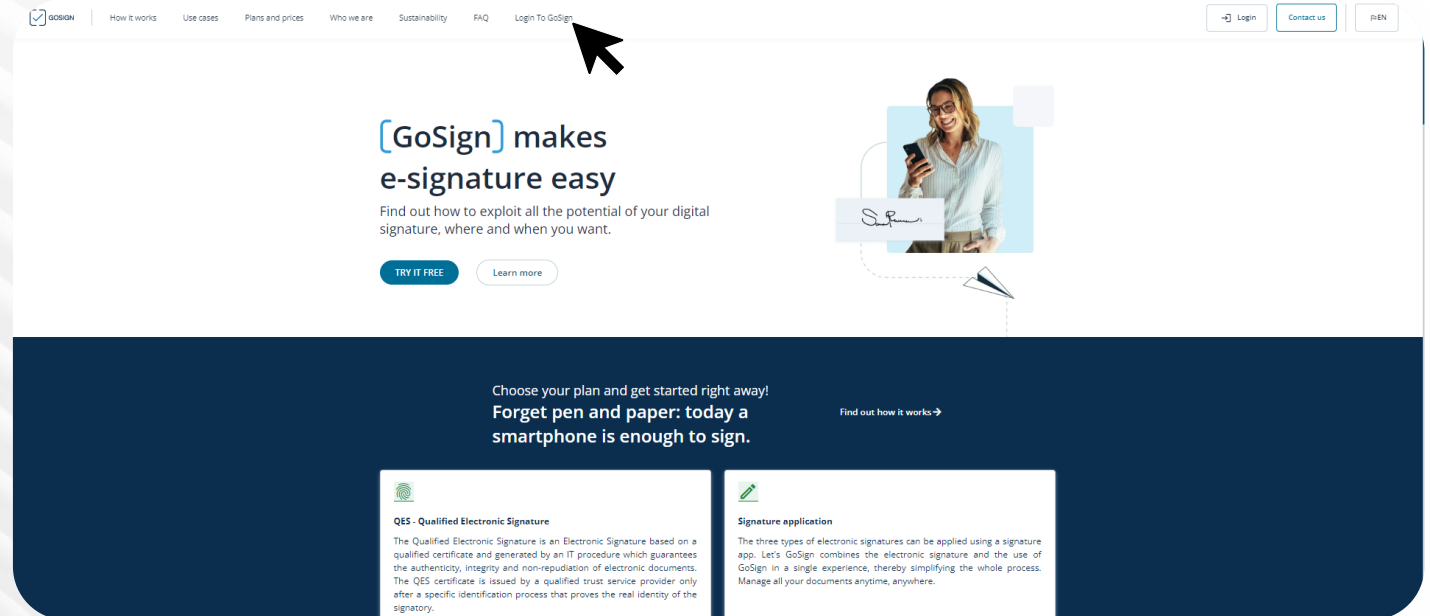
Start using GoSign!

1. To sign in, click on the button or log in directly from the menu on the website

Sign in to GoSign

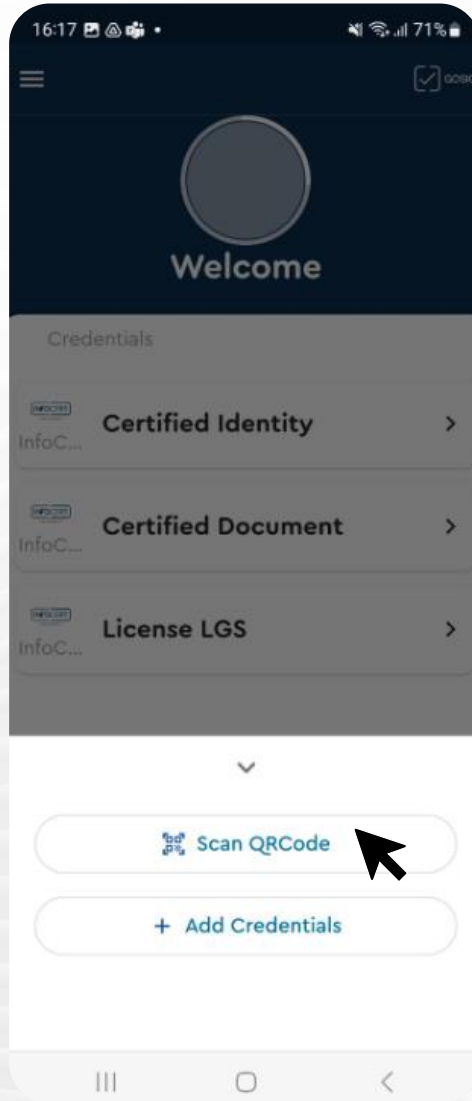
2. A QRCode will be generated by the system. Use the MyLGS app to scan it
3. Load your documents and add your signatures
4. To complete the signing process, select **Signing with MyLGS**
5. A new QRCode will be generated. Use the app to scan it and proceed with biometric verification* to confirm your identity, using your

- Open the welcome e-mail with the instructions we sent you at the beginning and click on the button **Sign in to GoSign**
- Go to letsgosign.com and click on **LOGIN TO GOSIGN** on the Menu

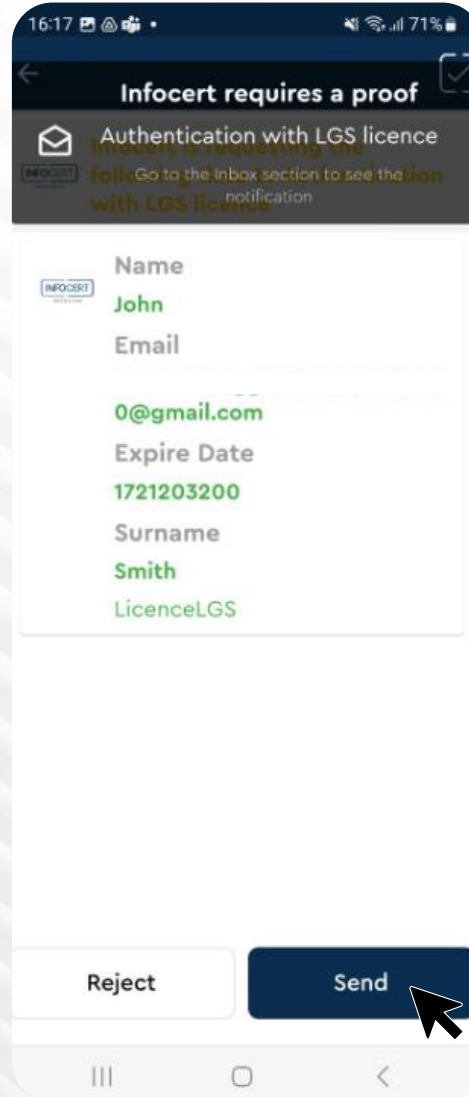


If you click on one of the two links above, you will be redirected to the GoSign Web login page with a QRCode, for Let's GoSign USERS only.

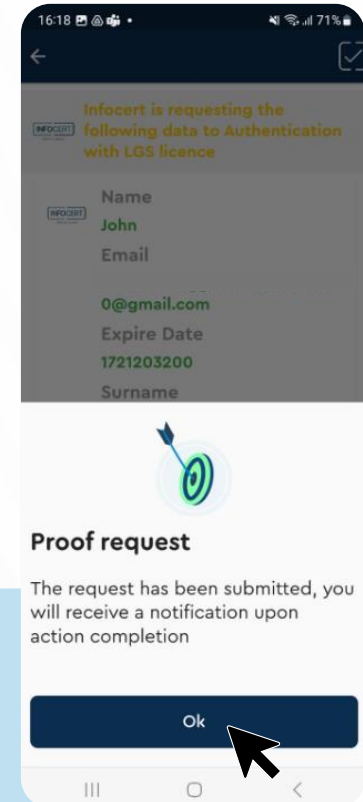




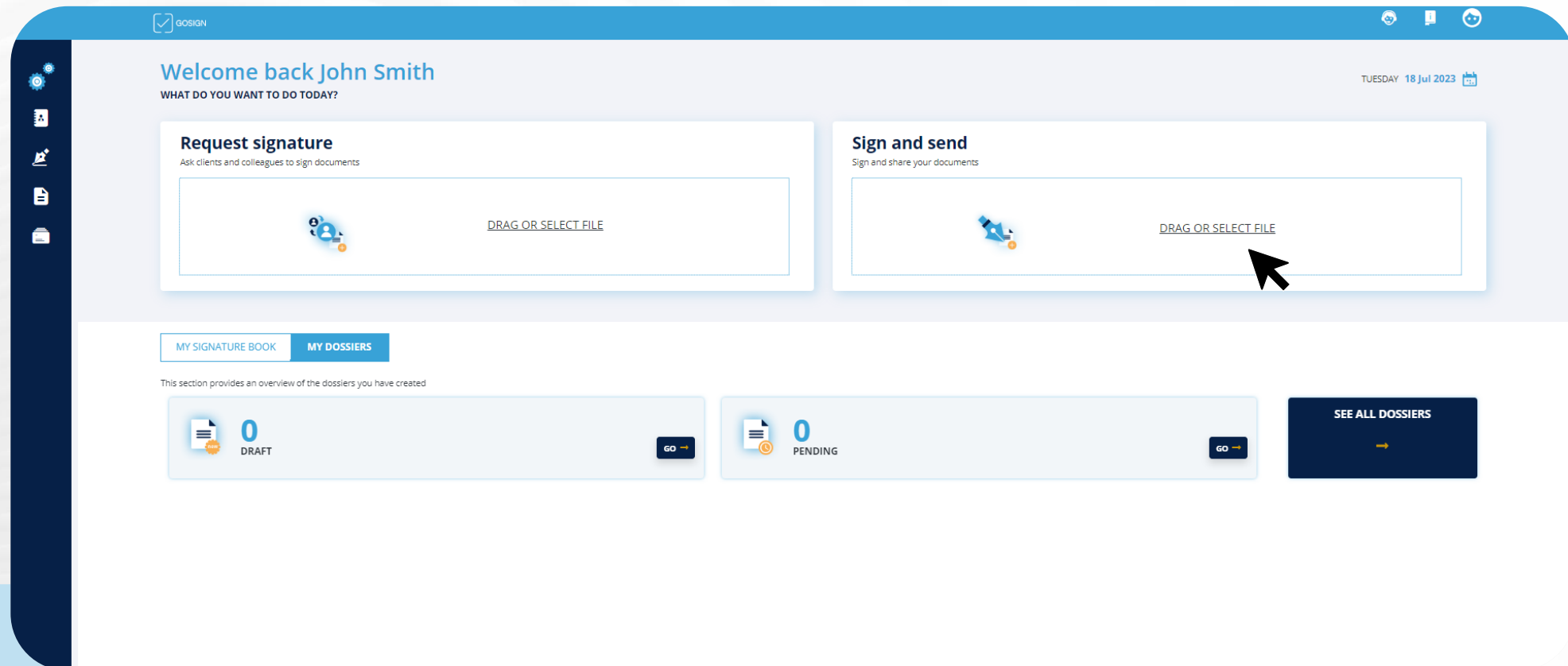
Open the MyLGS app, click on the QRCode icon on the bottom right and **select Scan QRCode**



Using the App, **scan the QRCode** on the page displayed on your PC. Check your data and click on **Send** to submit your request to log in to the LGS Service.



If everything has been verified correctly, the system will automatically log you into **GoSign**.



From now on,
you can upload your **PADES** documents

The screenshot displays the GOSIGN 'Sign and Send' interface. At the top, the 'GOSIGN' logo is visible. The main heading is 'Sign and Send'. Below this, there are navigation links: 'CONFIGURE DOSSIER' and 'PLACE SIGNATURES'. The 'UPLOAD DOCUMENTS' section shows a document titled '1. LET'S GOSIGN' with a PDF icon. To the right, the document details are shown: 'LET'S GOSIGN' as the subject, 'Dossier 4LT72IZWL' as the dossier name, and a 'Deadline' field. There is also a toggle for 'Urgent dossier'. Below the document details, there is a 'SELECT SIGNATURE TYPE' section with two options: 'SIMPLE SIGNATURE' and 'QUALIFIED SIGNATURE PDF (PADES)'. The 'SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS' section shows a field for 'Recipients' e-mail'. At the bottom, the footer displays 'Dossier 4LT72IZWL | ID 4LT72IZWL' and a 'NEXT' button.

Sign and Send

CONFIGURE DOSSIER PLACE SIGNATURES

UPLOAD DOCUMENTS

1. LET'S GOSIGN

LET'S GOSIGN

Subject *
Dossier 4LT72IZWL

Deadline

Urgent dossier

OTHER SETTINGS

SELECT SIGNATURE TYPE

SIMPLE SIGNATURE QUALIFIED SIGNATURE PDF (PADES)

SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS

Recipients' e-mail

Dossier 4LT72IZWL | ID 4LT72IZWL

NEXT

Select the type of signature you wish to apply,
(i.e. SIMPLE ELECTRONIC SIGNATURE or QUALIFIED ELECTRONIC SIGNATURE)
and click on **NEXT**.

Sign and Send

1. LET'S GOSIGN

PDF

LET'S GOSIGN

Subject *
Dossier 4LT72IZWL

Deadline

OTHER SETTINGS

SELECT SIGNATURE TYPE

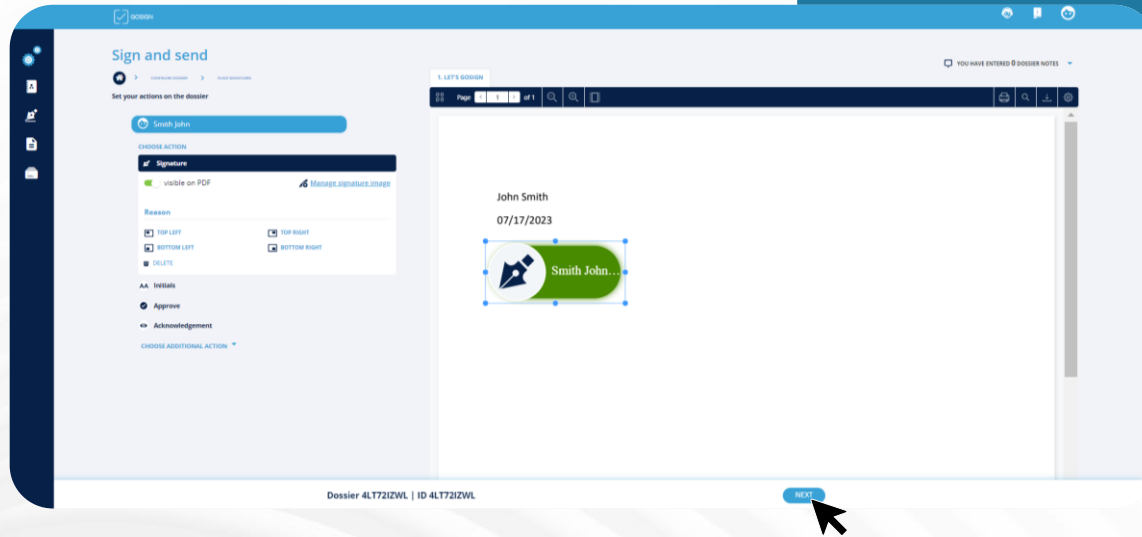
SIMPLE SIGNATURE **QUALIFIED SIGNATURE PDF (PADES)**

SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS

Recipients' e-mail

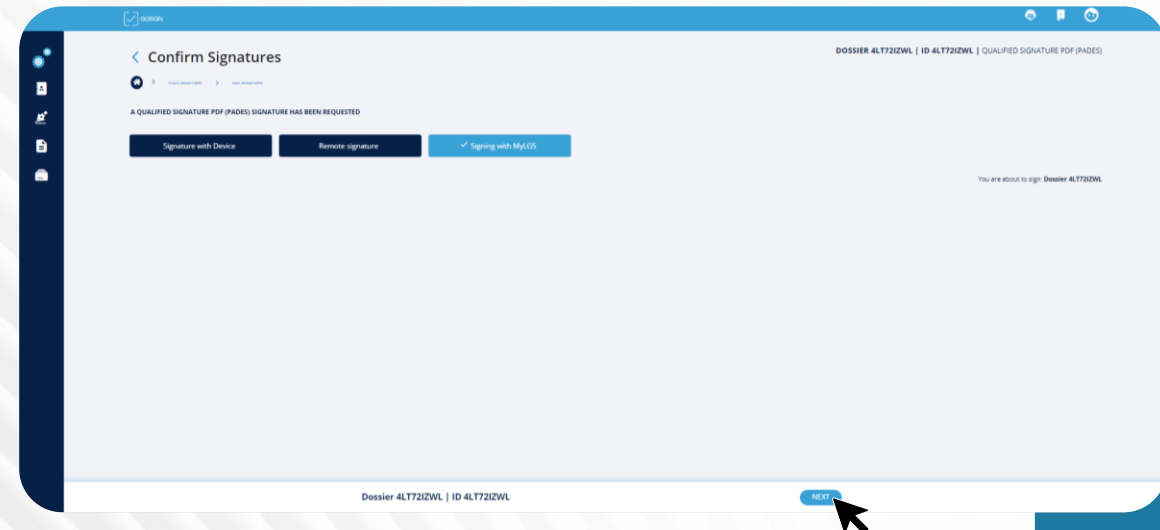
NEXT

Dossier 4LT72IZWL | ID 4LT72IZWL

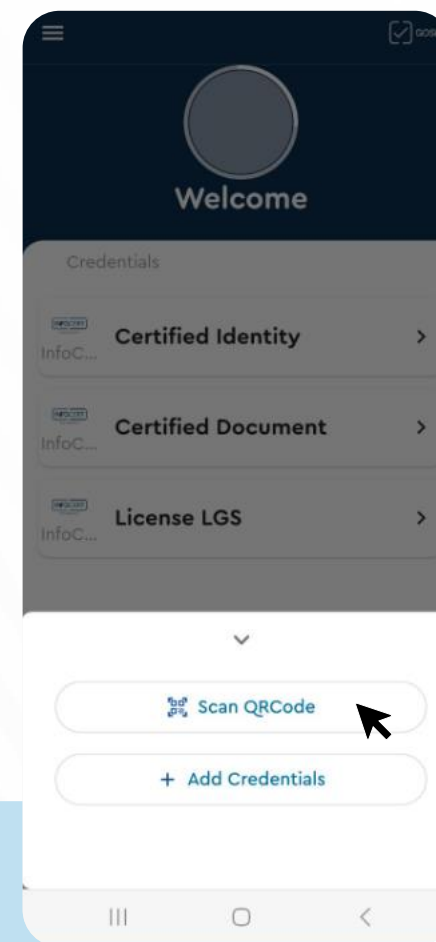
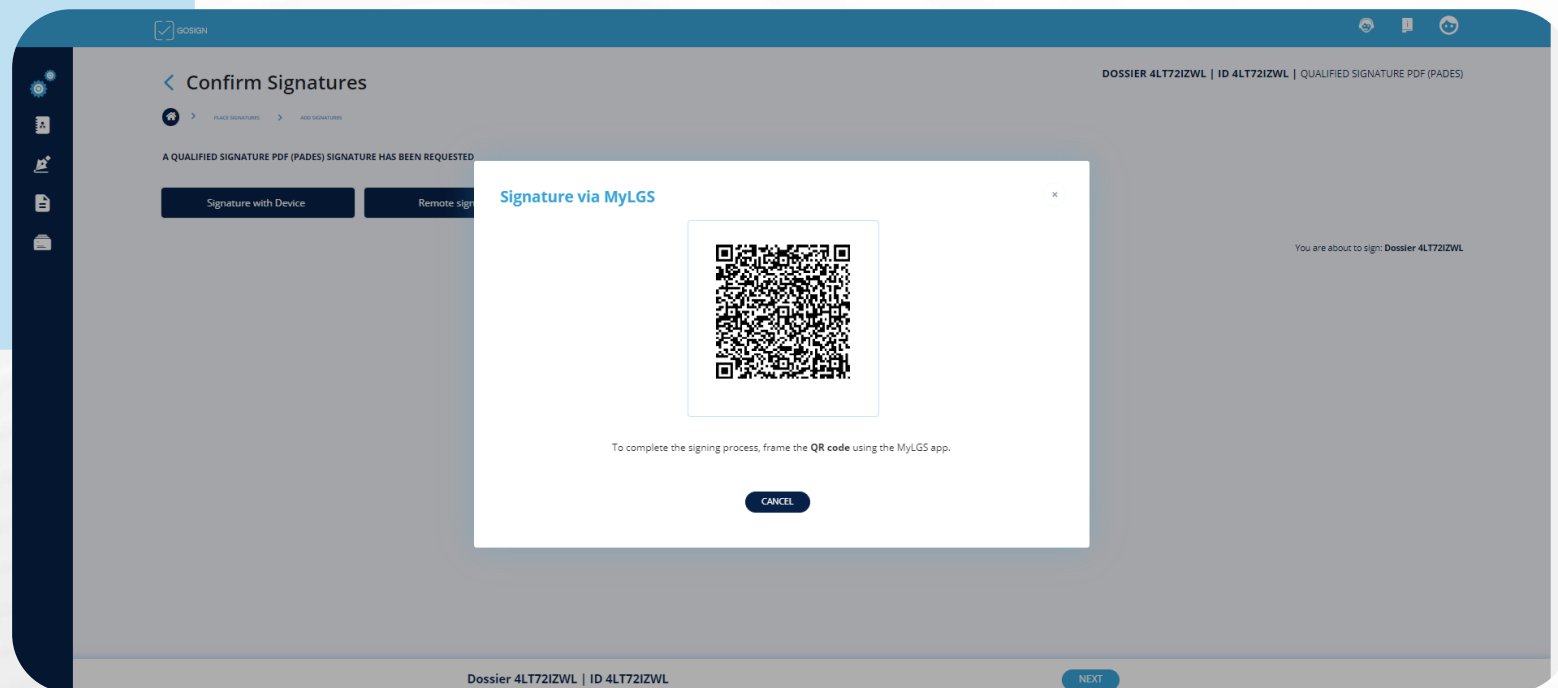


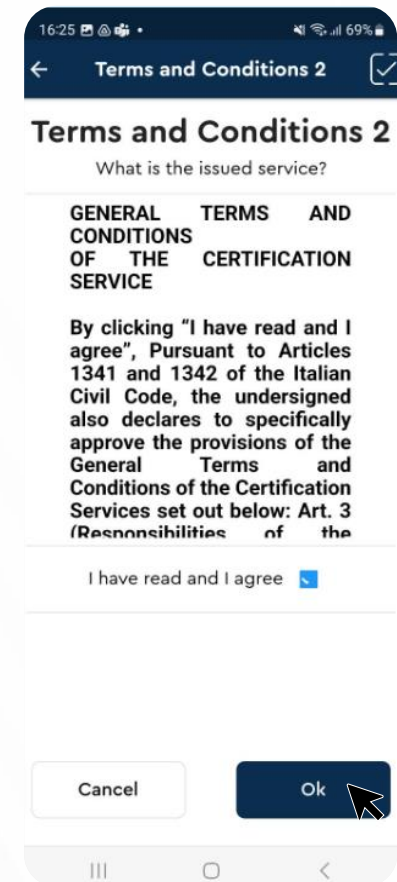
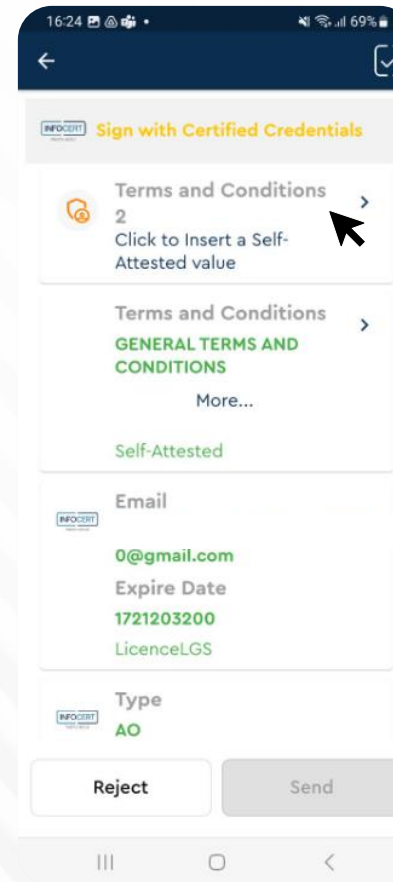
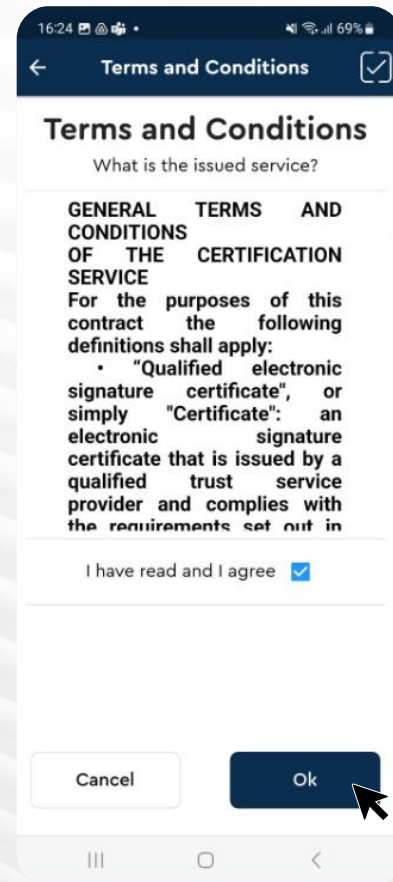
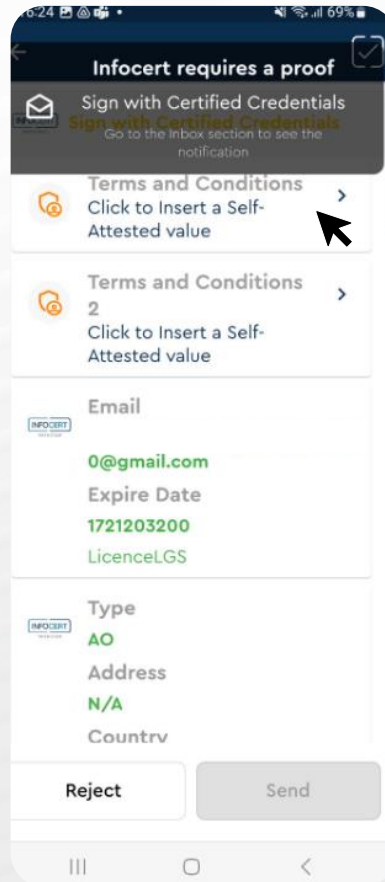
Apply one or more signatures as you require and edit the settings in the left-hand menu to suit your needs. Once you have finished, click on **NEXT**.

Select **SIGNING WITH MYLGS** and click on **NEXT**.



When the **QRCode** appears, open the **MyLGS** app, click on the icon on the bottom right and select **Scan QRCode**

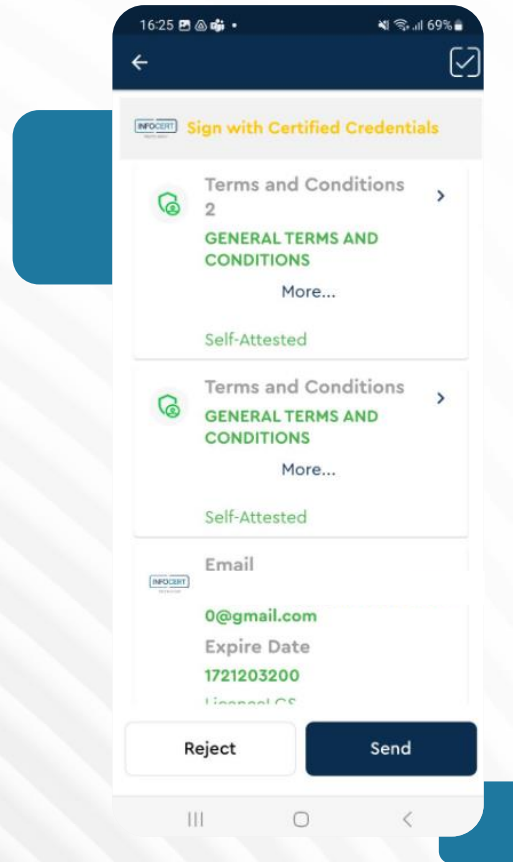




Accept the **CA documentation** and
click on **OK**

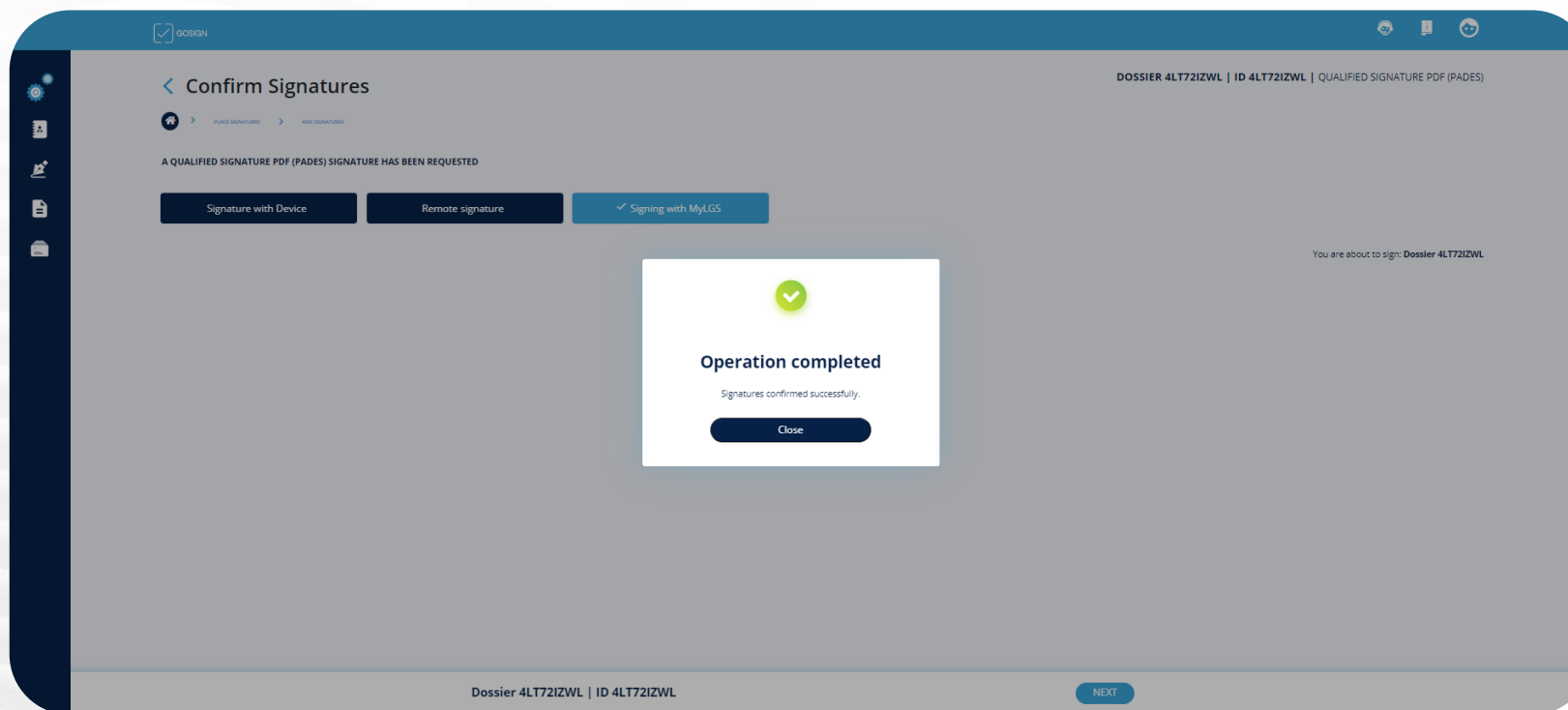
Accept the **T&C documentation** and
click on **OK**

Ensure that all the data contained in the app are correct,
then click on **Send**



Confirm the operation through **biometric verification**

Wait until the message **OPERATION COMPLETED** is displayed on GoSign.



From this moment on, your documents will be correctly signed and you will be able to view or download them directly from the **GoSign** Dashboard.



TINEXTA GROUP

CREATE, SHARE AND...
LET'S GOSIGN!