



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**.

Discover all our plans
Sign your documents quickly and easily
TRY IT FREE FOR 15 DAYS

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

[Custom] 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!
Contact us

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

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

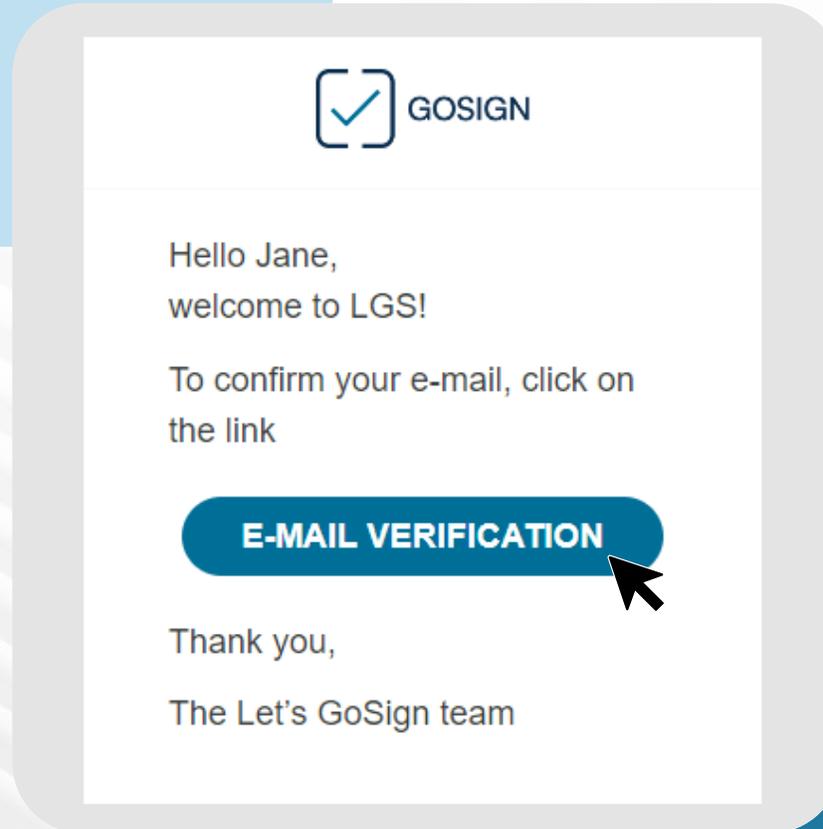
Yes No

(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 shows the GOSIGN website's login page. At the top, there is a navigation menu with links for 'How it works', 'Use cases', 'Plans and prices', 'Who we are', 'Sustainability', 'FAQ', and 'Login To GoSign'. On the right side of the header, there are buttons for 'Login', 'Contact us', and 'REN'. The main content area features a breadcrumb trail 'Homepage > Login' and a heading 'Already registered?' with the subtext 'Access to your account now'. A modal window is open, titled 'GOSIGN', with the heading 'Confirm password' and the instruction 'Choose a password to complete your registration'. Below this, there is a 'New password' label and a password input field containing seven asterisks. A list of password requirements is displayed below the input field, all of which are marked as satisfied with green checkmarks:

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

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](#)

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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.

Cart

Billing information

Country
Germany

Street
Bodestraße 11

City
Berlin

State

Postal code
10115

Payment options

Credit card 

PayPal 

Order summary empty shopping cart

LGS Plan TEAM	€250.00
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.

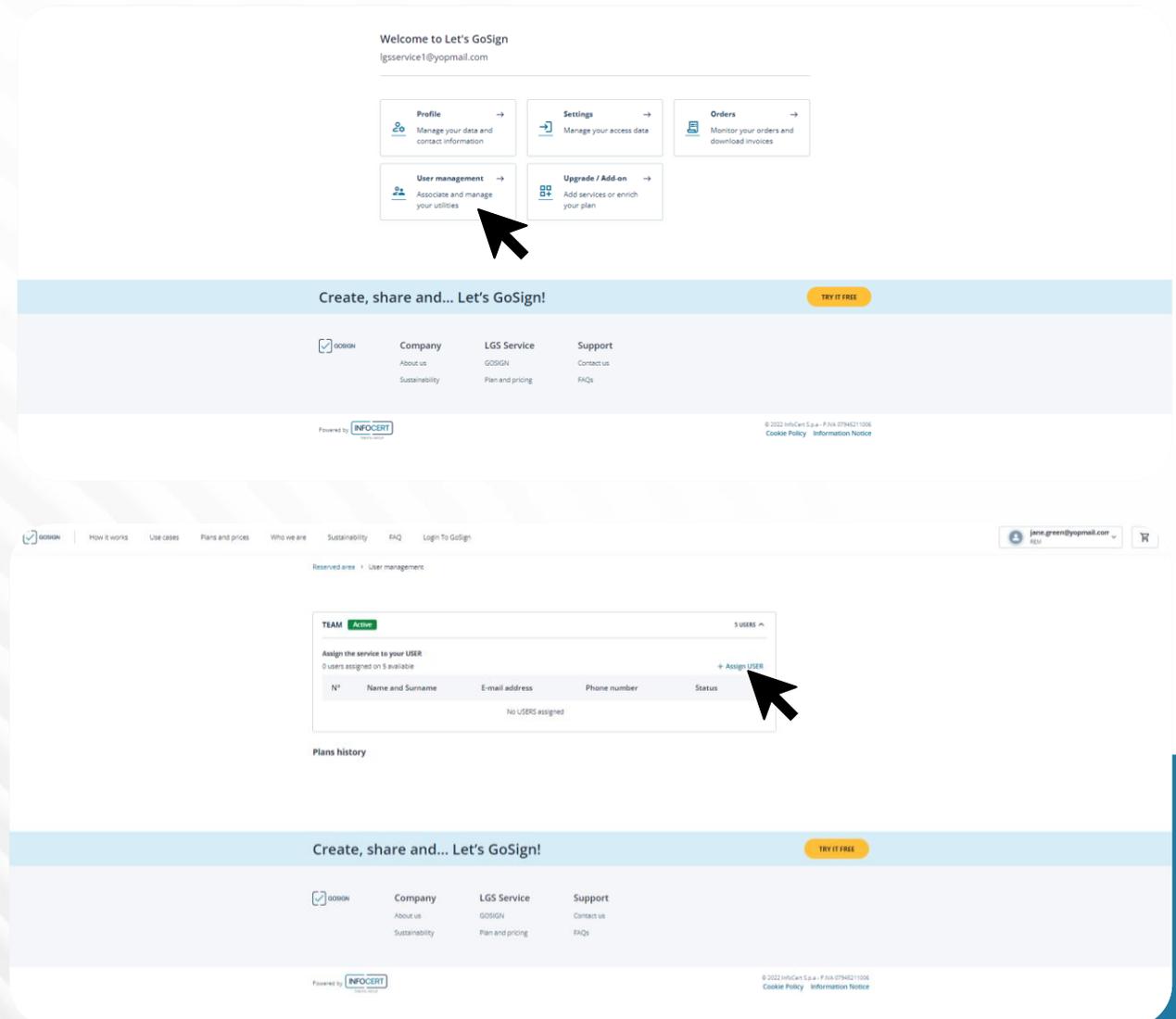
Once the payment has gone through, you can start assigning your **USERS** to the Service.

The screenshot shows a web page for 'GoSign' with a navigation bar at the top containing links for 'How it works', 'Use cases', 'Plans and prices', 'Who we are', 'Sustainability', 'FAQ', and 'Login To GoSign'. A user profile for 'jane.green@yopmail.com' and a shopping cart icon are visible in the top right. The main content area is titled 'Checkout' and features a central confirmation box with a checkmark icon, the text 'Payment has been successful', and a thank you message: '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.' Below this are two buttons: 'VIEW YOUR ORDER' and 'Manage your plan', with a mouse cursor pointing at the latter. A light blue banner at the bottom of the main content area says 'Create, share and... Let's GoSign!' with a 'TRY IT FREE' button. The footer contains the GoSign logo, a 'Company' section with links for 'About us' and 'Sustainability', an 'LGS Service' section with links for 'GOSIGN' and 'Plan and pricing', and a 'Support' section with links for 'Contact us' and 'FAQs'. It also includes the text 'Powered by INFOCERT TINEXTA GROUP', copyright information '© 2022 InfoCert S.p.a - P.IVA 07945211006', and links for 'Cookie Policy' and 'Information Notice'.

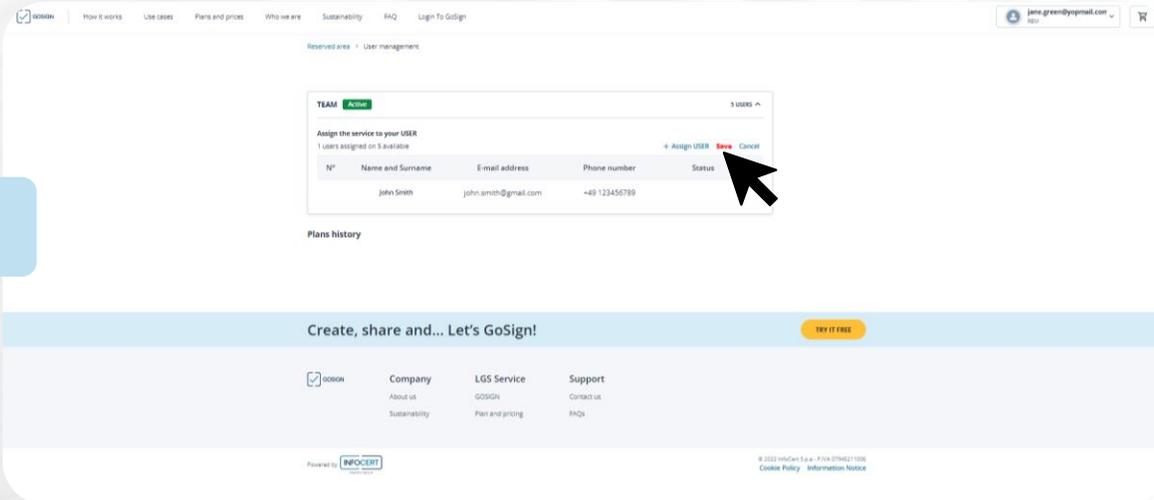
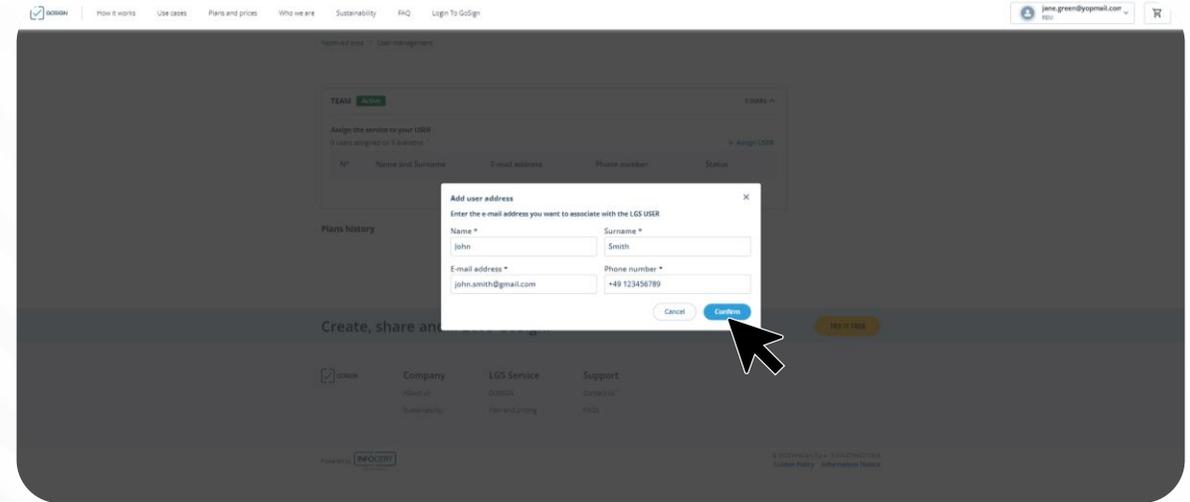
- Make sure you are logged in to the site and go to your **Reserved Area**.
- Select **USER MANAGEMENT** and check to ensure that the plan is **ACTIVE**.

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.

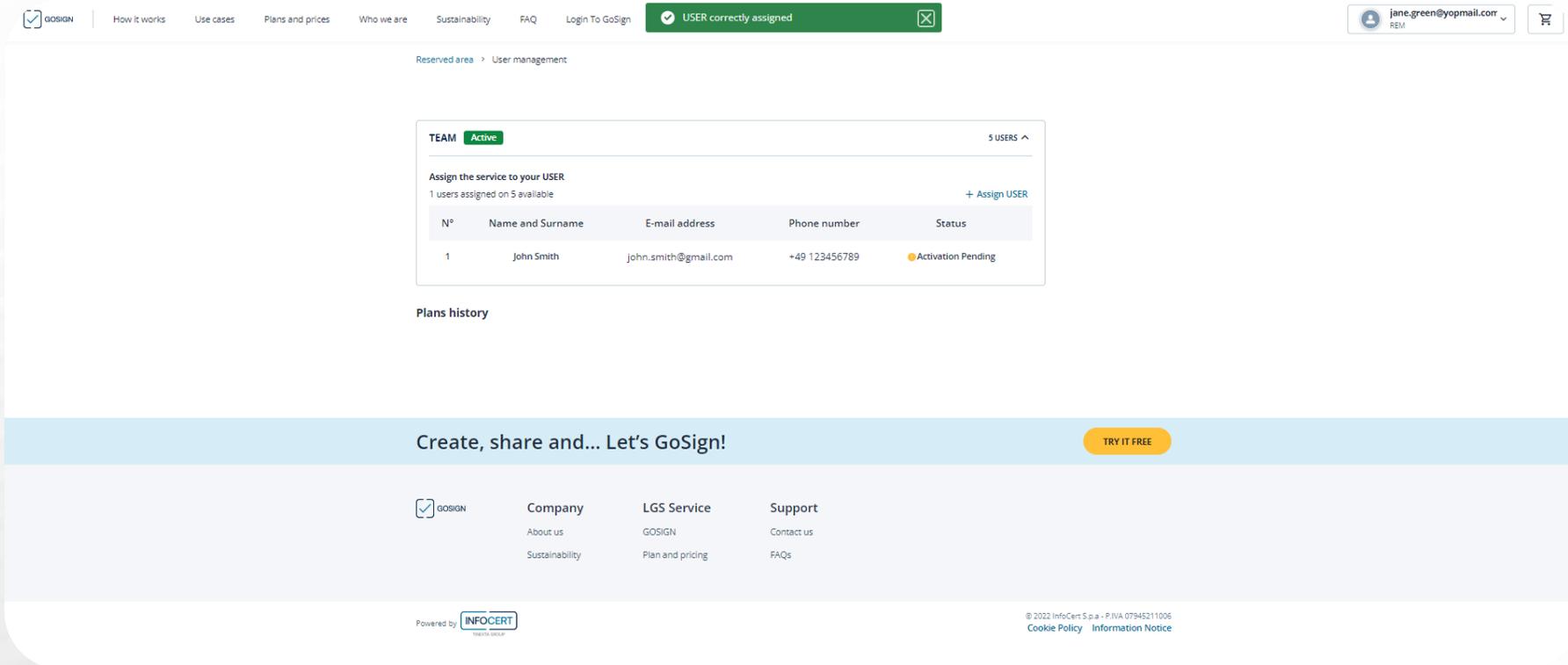
- To add each **USER**, click on **ASSIGN USER** and enter the data requested.



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.



gOSIGN | How it works | Use cases | Plans and prices | Who we are | Sustainability | FAQ | Login To GoSign | **USER correctly assigned** | jane.green@yopmail.com

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	Activation Pending

Plans history

Create, share and... Let's GoSign! TRY IT FREE

gOSIGN | **Company** (About us, Sustainability) | **LGS Service** (GOSIGN, Plan and pricing) | **Support** (Contact us, FAQs)

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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.

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**.

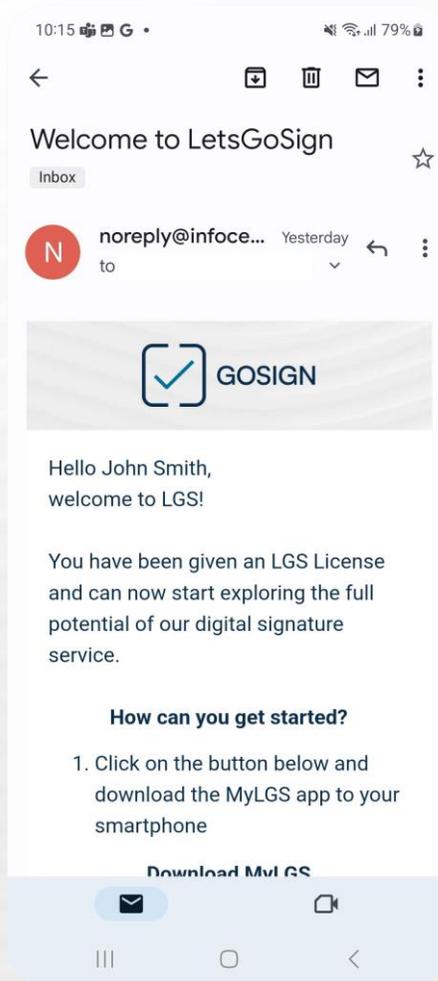


TINEXTA GROUP

MYLGS GETTING STARTED GUIDE

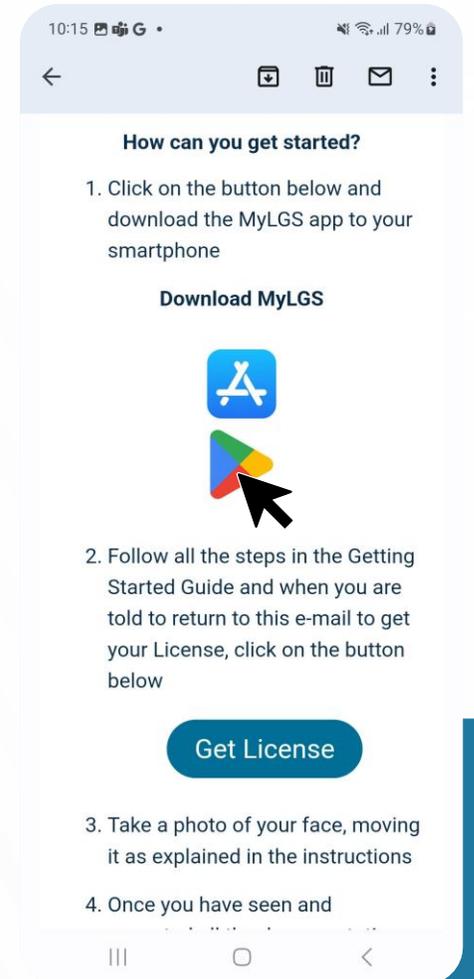
If you have been assigned an LGS Licence, follow the steps below to activate your Certified Identity and sign on GoSign. Keep in mind that you need a valid e-passport and a smartphone with biometric authentication to use the LGS Service.





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**.

Welcome to MyLGS

The App to sign on GoSign

Browse the guide to activate the App, identify yourself and sign on GoSign

SKIP

.....

1. Activate the service

Click on the "Get License" button inserted in the e-mail you associated with the service and proceed to the App

License Activation

.....

2. Get License

Go to the App Inbox and view your License

License Activation

.....

3. Certify your Identity

Select Add Credentials in the menu and then Add Certified Identity. Follow the instructions and have your passport handy for NFC reading

Certified Identity Release

.....

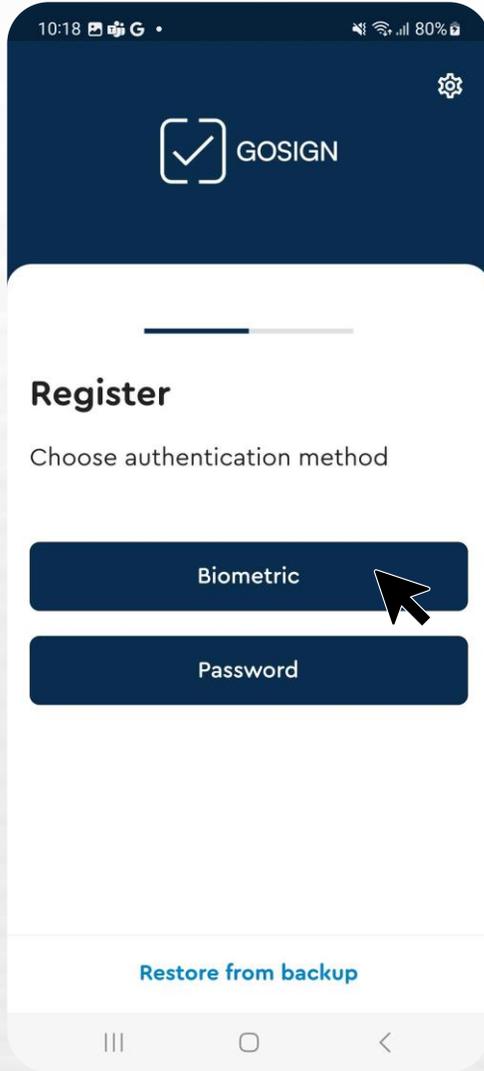
4. Log in Sign in GoSign

Click on the "Access GoSign" button inserted in the e-mail you associated with the service and scan the QR Code with the App

Signing Process

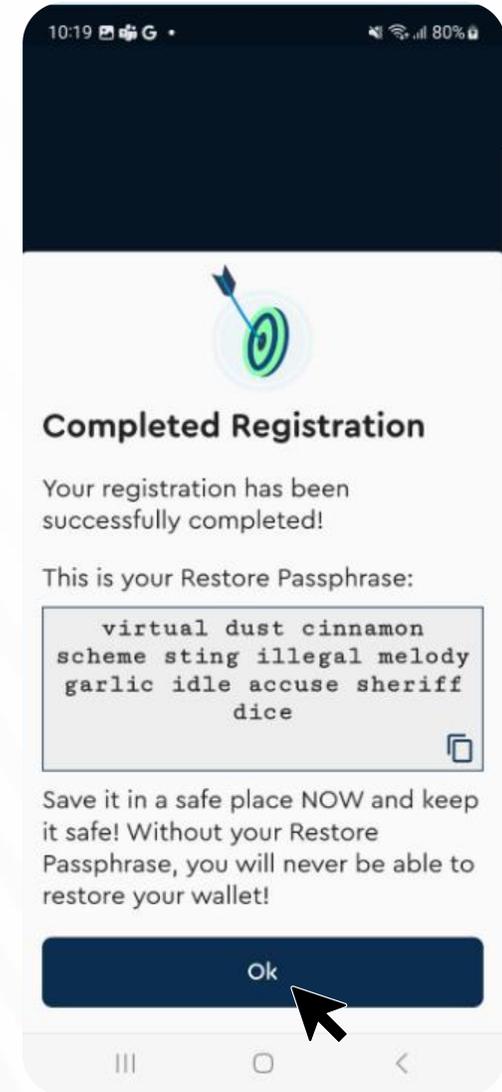
Start

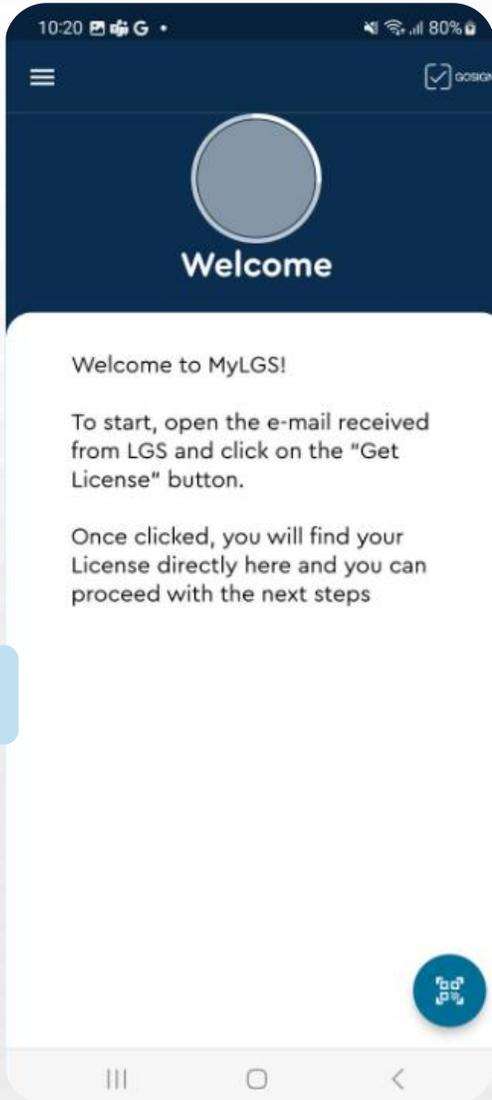
.....



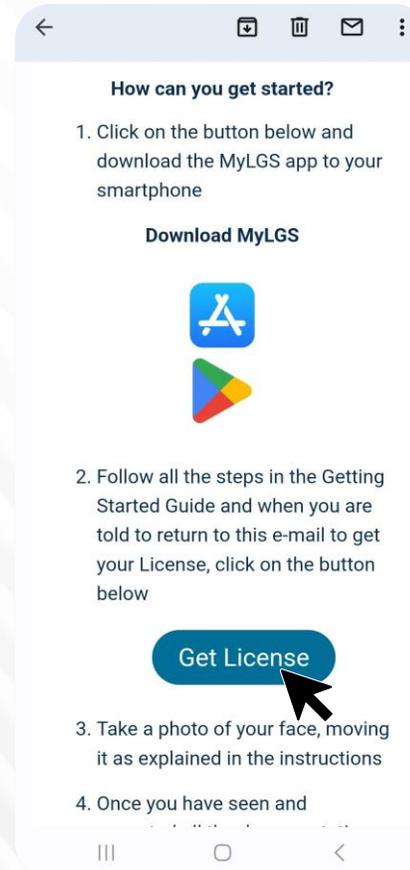
Click on **START**, choose your authentication method for logging in to the app (biometrics or password) and agree to receiving notifications from MyLGS.

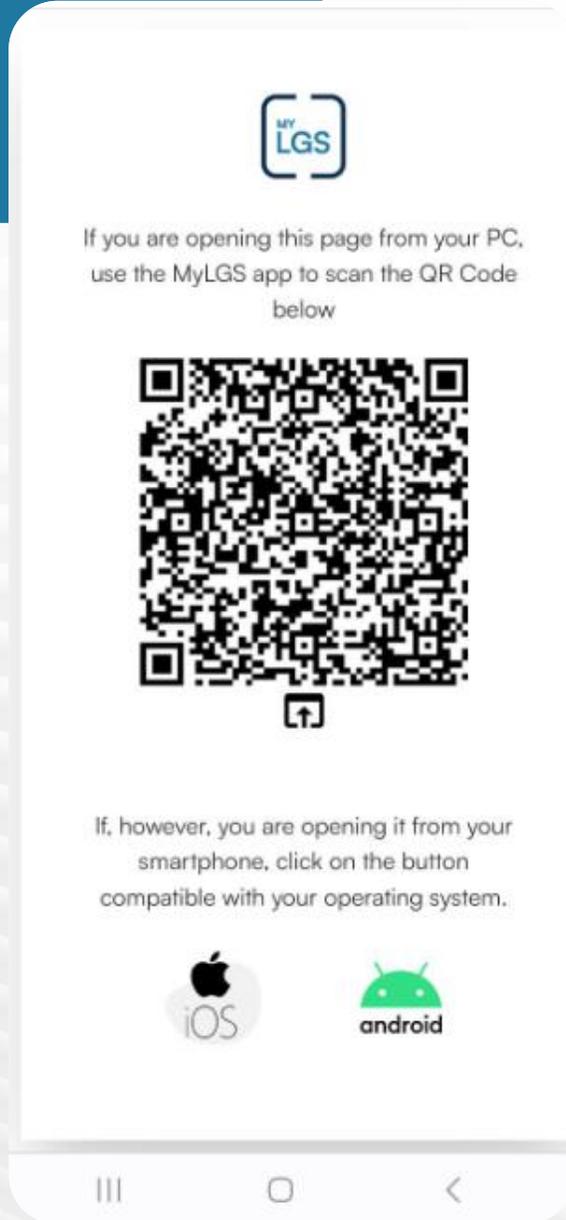
Remember to save and keep your **RESTORE PASSPHRASE**: you may need it later.





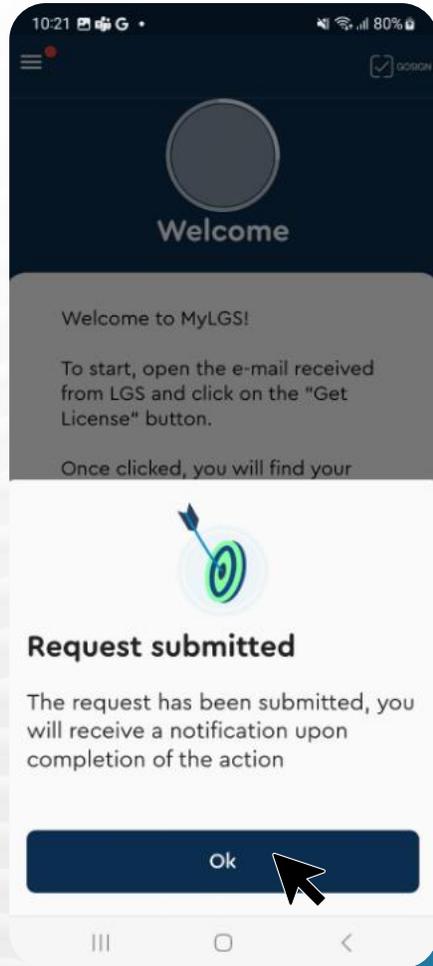
When the welcome message appears on the Home page of the app, consult the e-mail we sent you and carry out the second step by clicking on the **GET LICENCE** button.



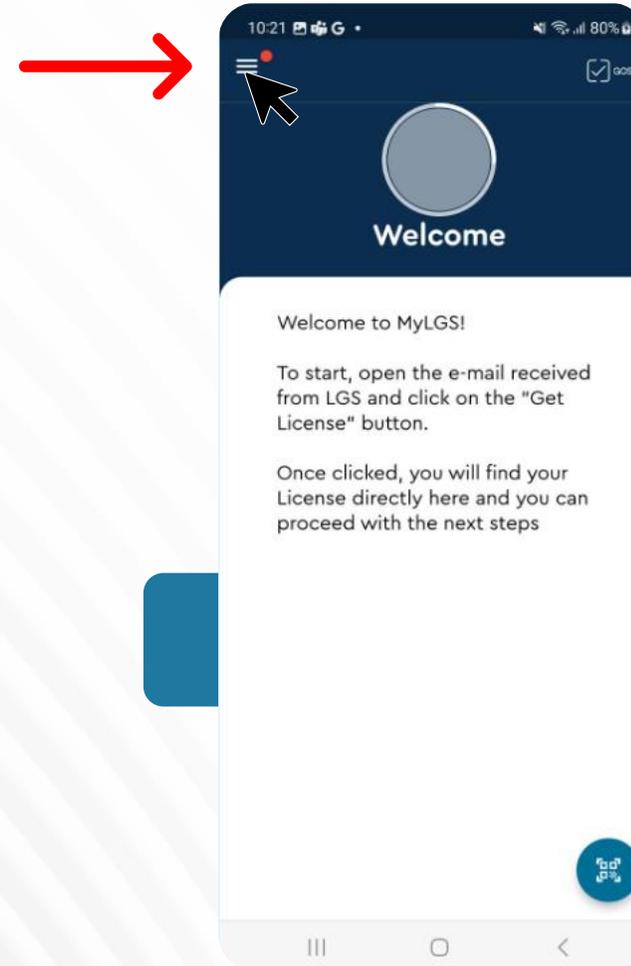


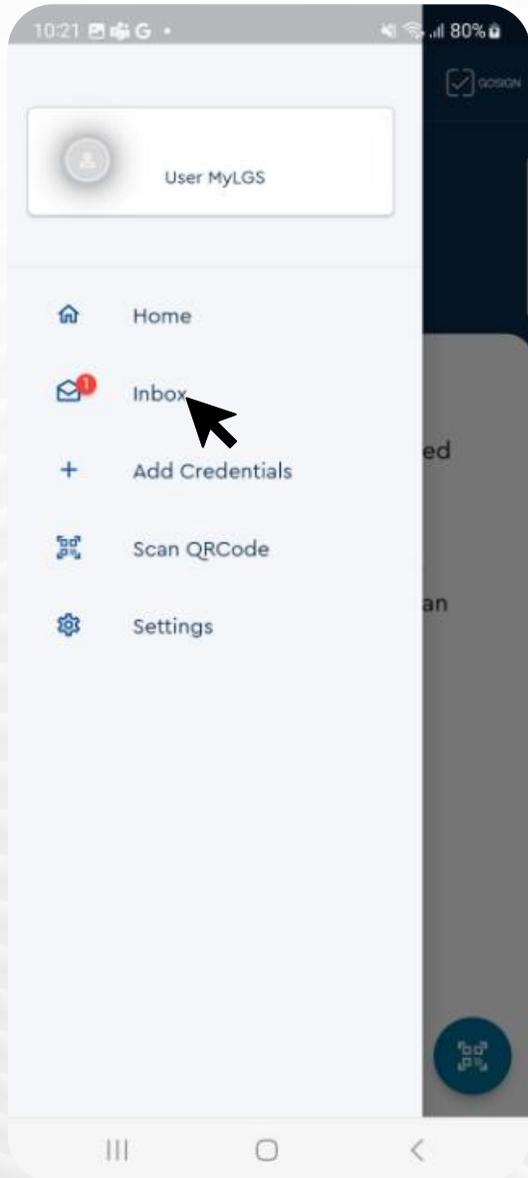
You will be taken to a page with **two options**:

- 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**.

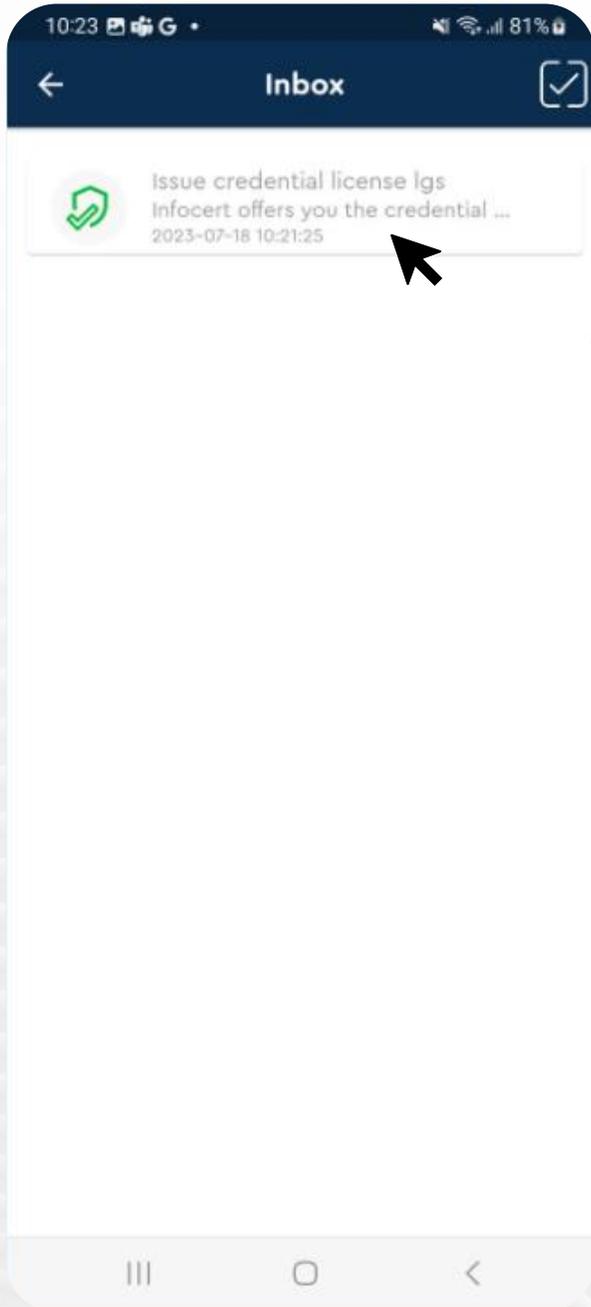
10:22 81%
Please wait...



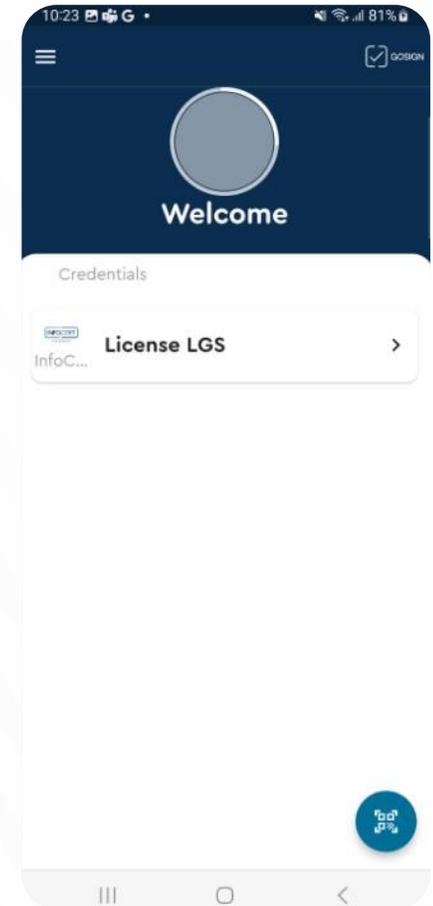
Download Credential

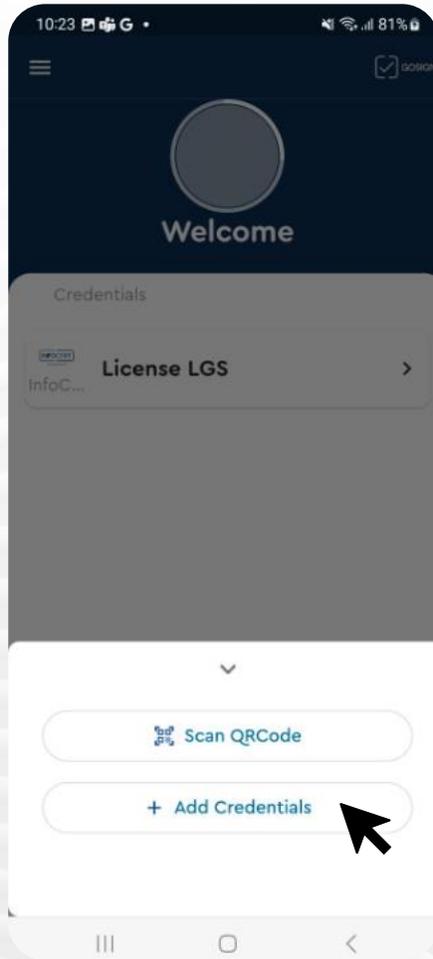
The Credential has been saved in
MyLGS

Ok

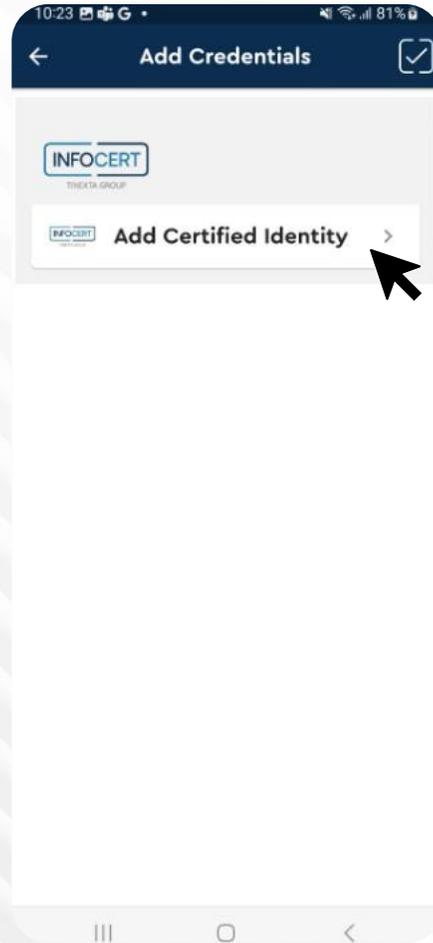


Once your credential has been downloaded into your **Wallet**, the notification will turn green and you will find your first credential, the LGS CREDENTIAL, on the MyLGS Home page.

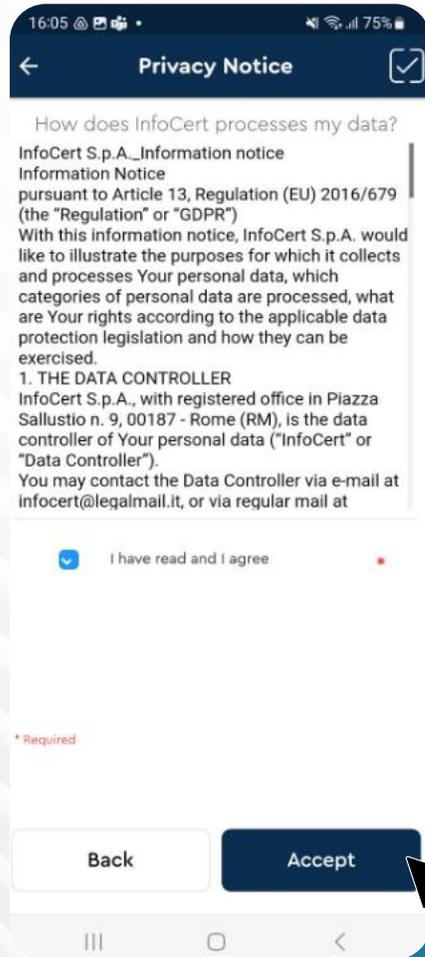
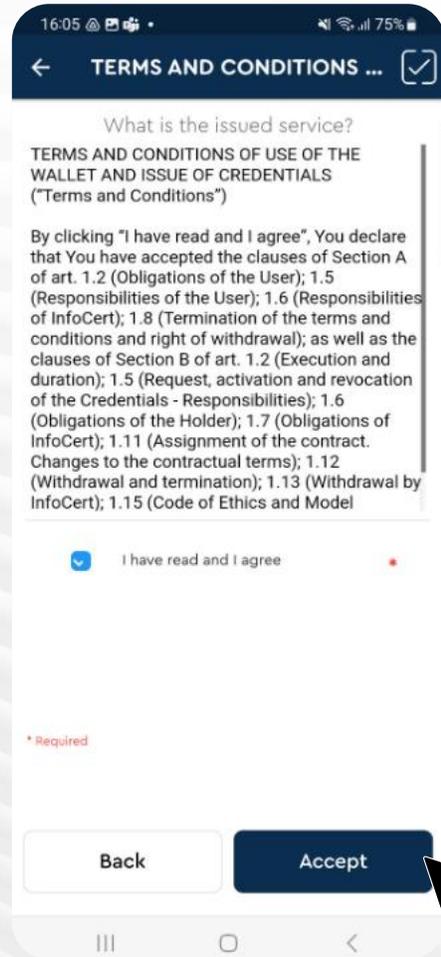
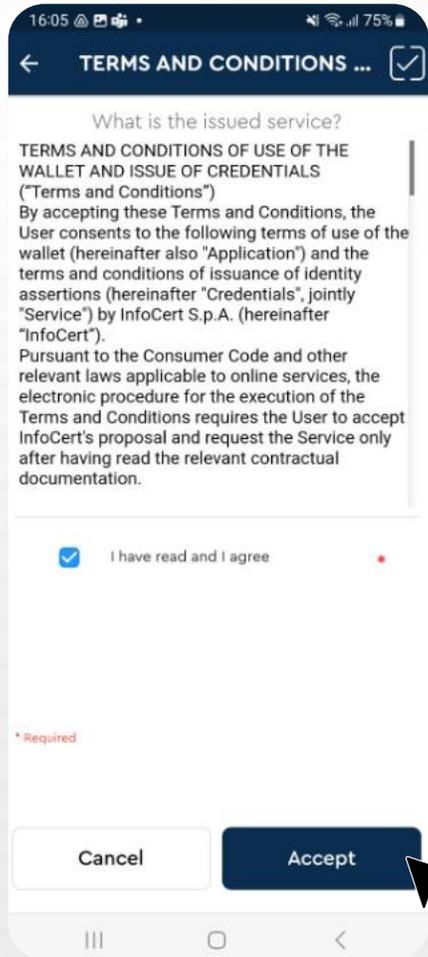




To proceed with the next credentials linked to the identification process, go to the **MENU** or click on the bottom-right icon with the QRCode and select **ADD CREDENTIALS**.



Click on **ADD CERTIFIED IDENTITY**

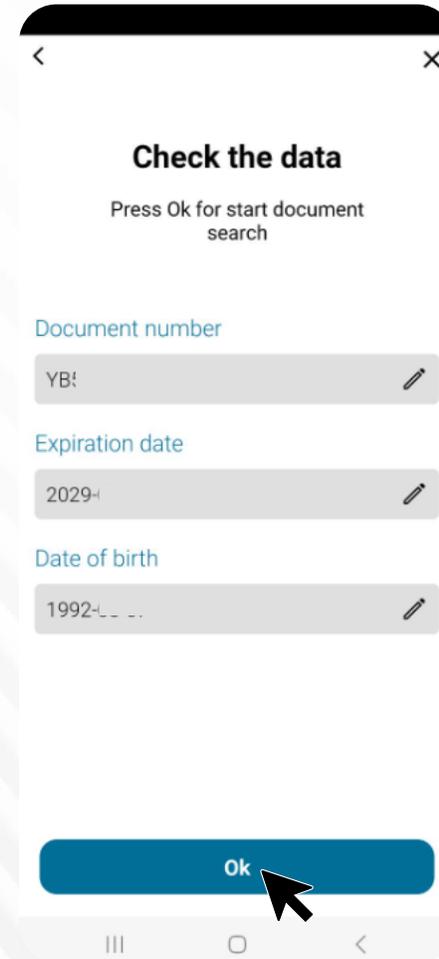


- View and accept the **T&C** documentation
- View and accept the **Wallet** documentation
- View and accept the **Privacy Notice**

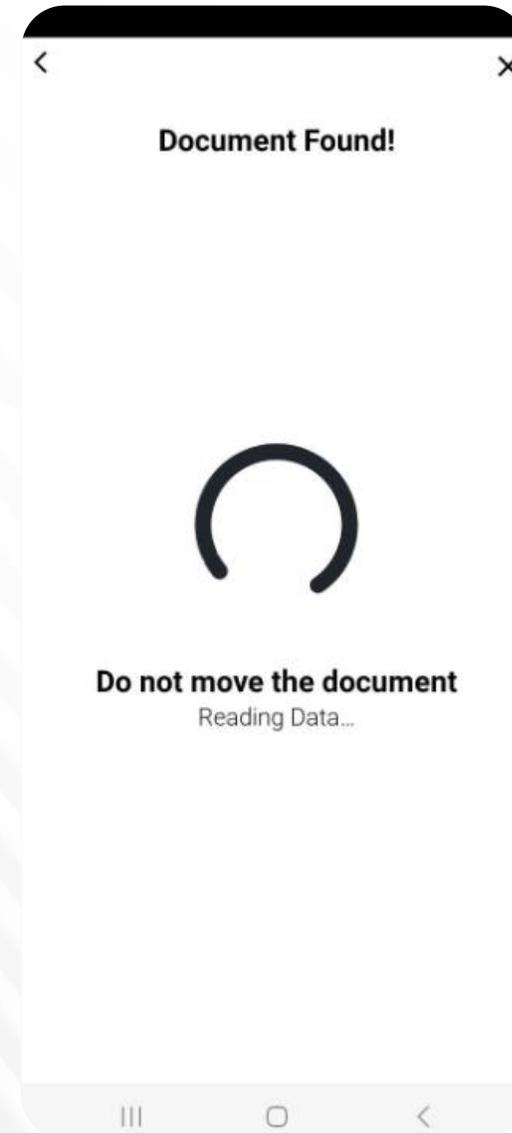
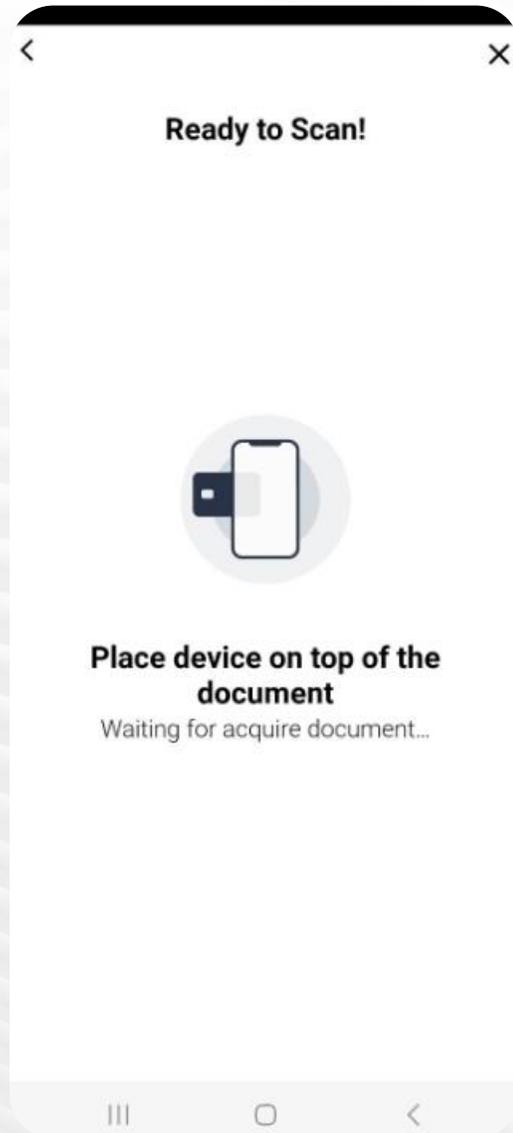
Take a legible photo of your document



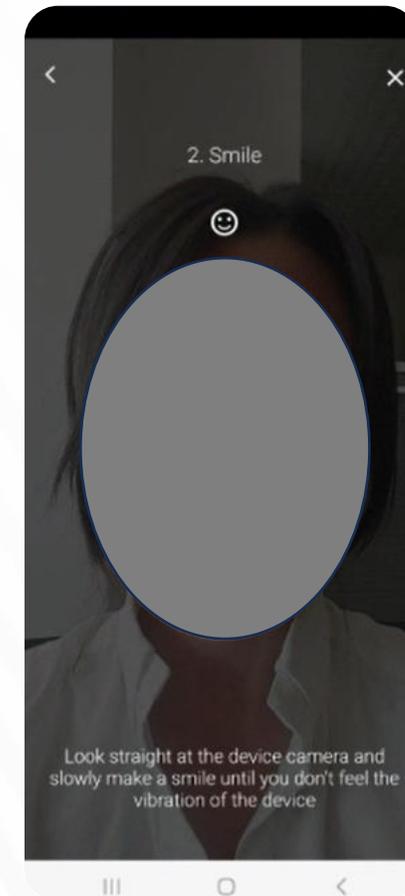
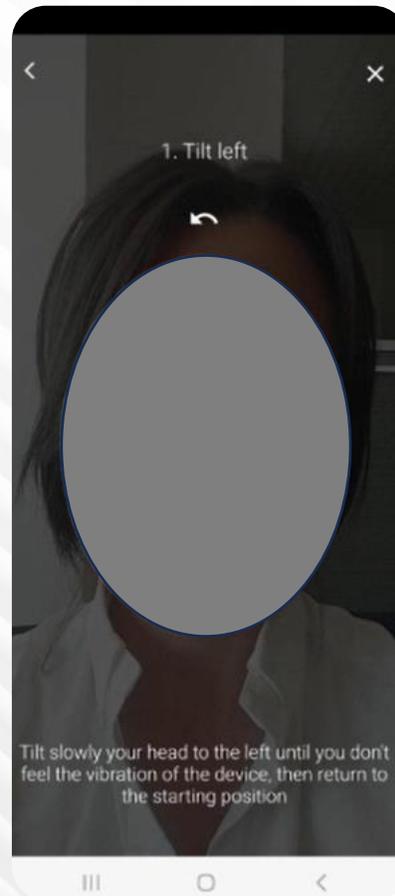
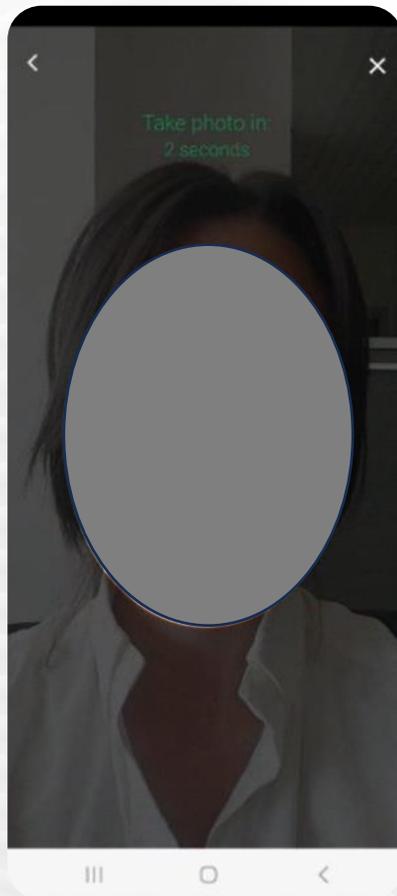
Ensure that all the data it contains are correct, then click on **OK**



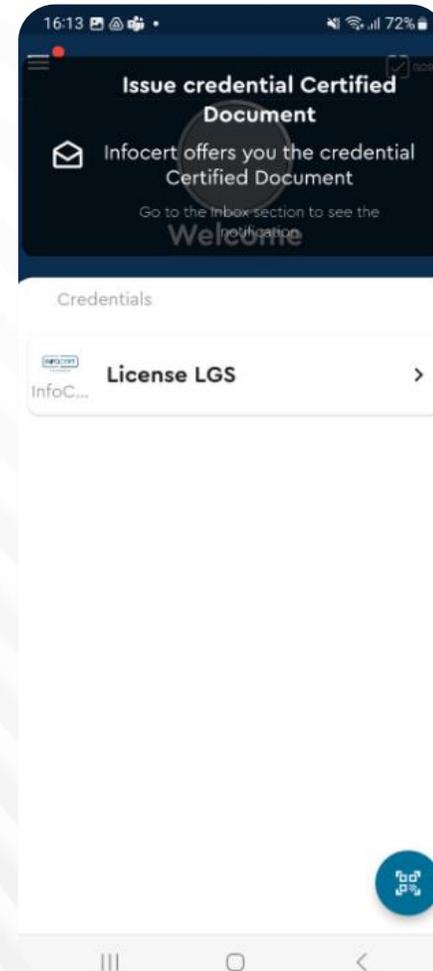
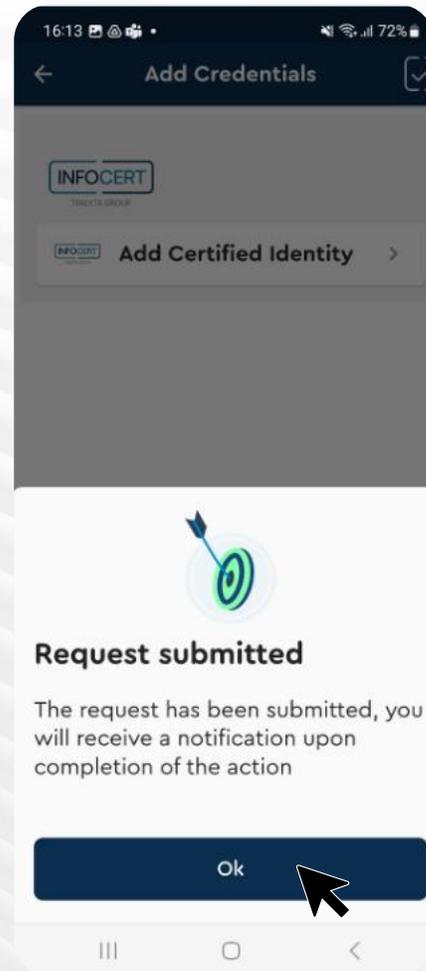
Place your smartphone on the electronic document until it is detected by the App and wait until it has finished scanning it



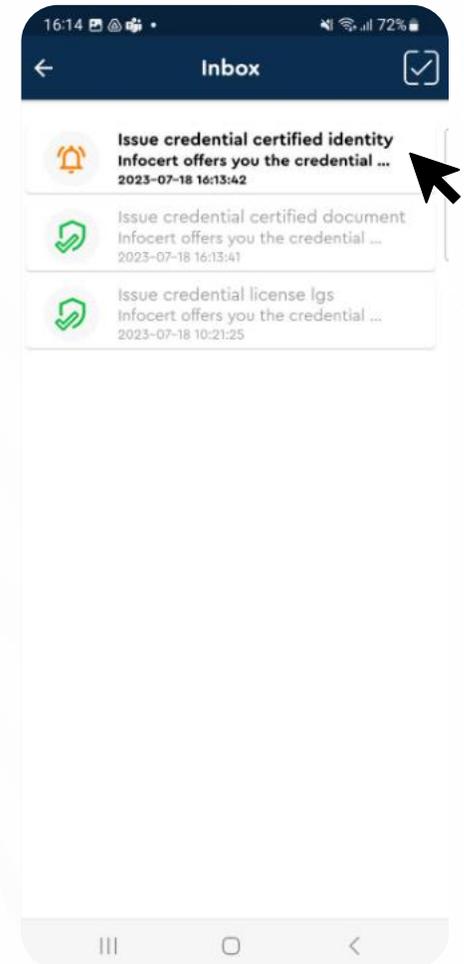
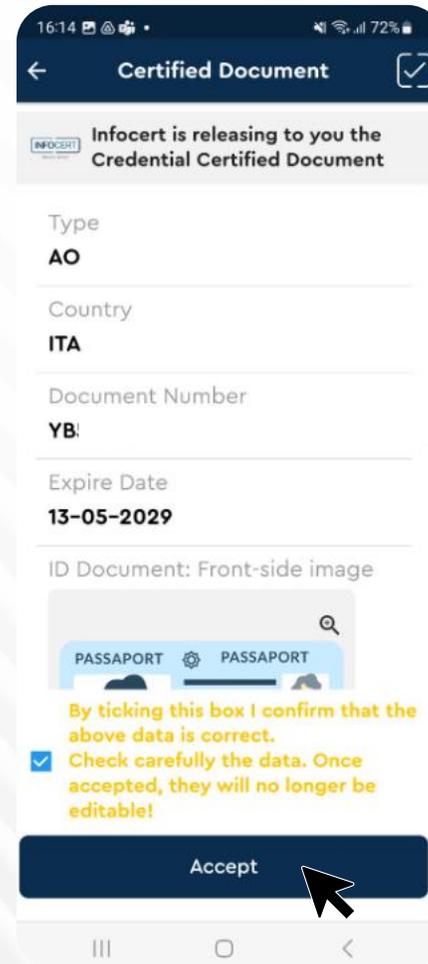
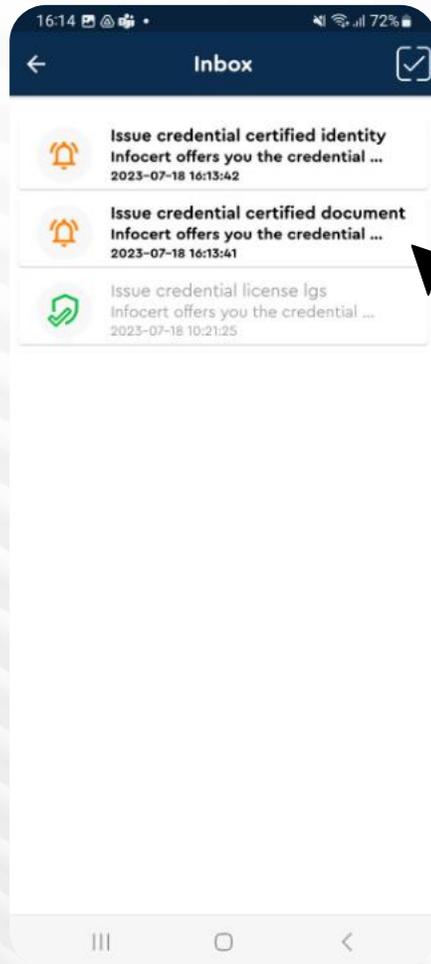
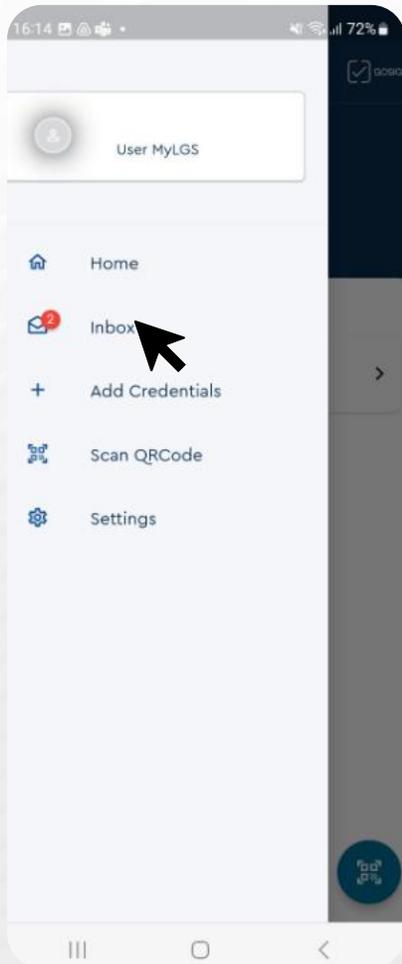
Follow the instructions provided by MyLGS:
you will have to take **3 photos** of your face (one face on, one of the left/right side and one smiling) and confirm that you are satisfied with the photos. If you are not, keep taking photos until you are satisfied with your SELFIES.
Then click on **OK**.



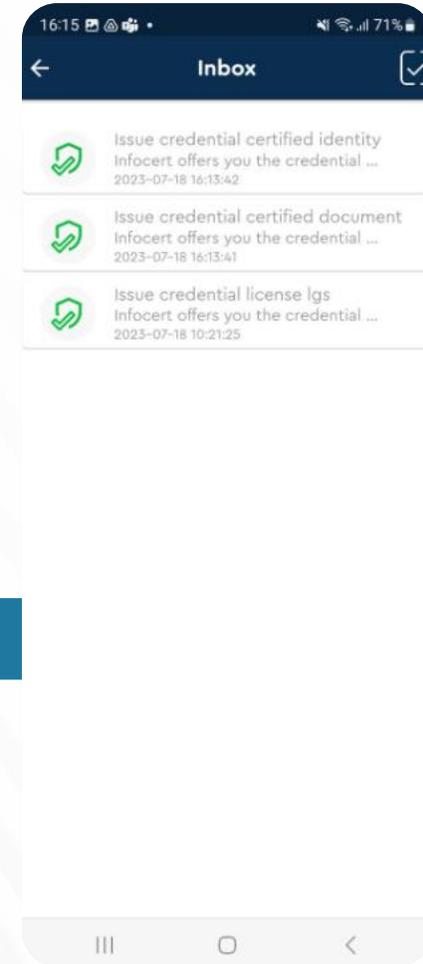
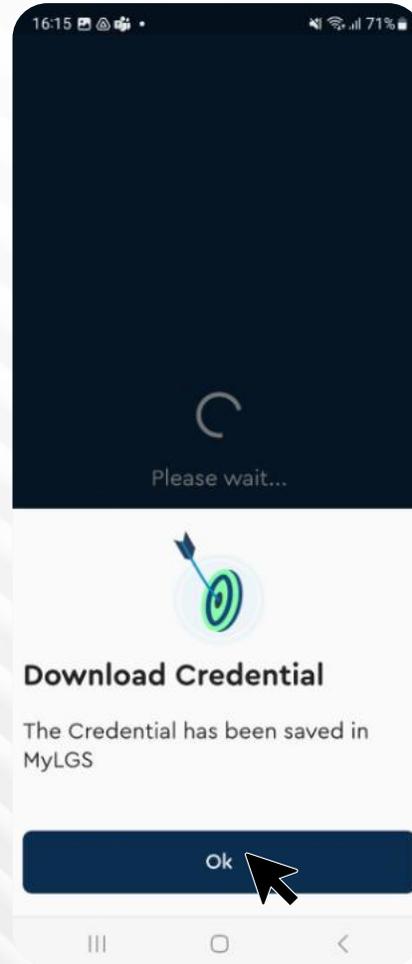
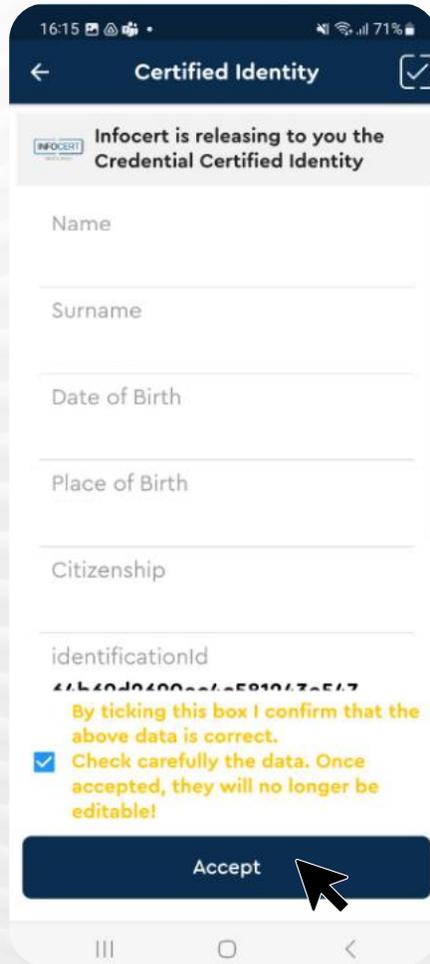
When you see the green notification, click on **SEND**:
from this moment on, InfoCert will verify your information and identity.



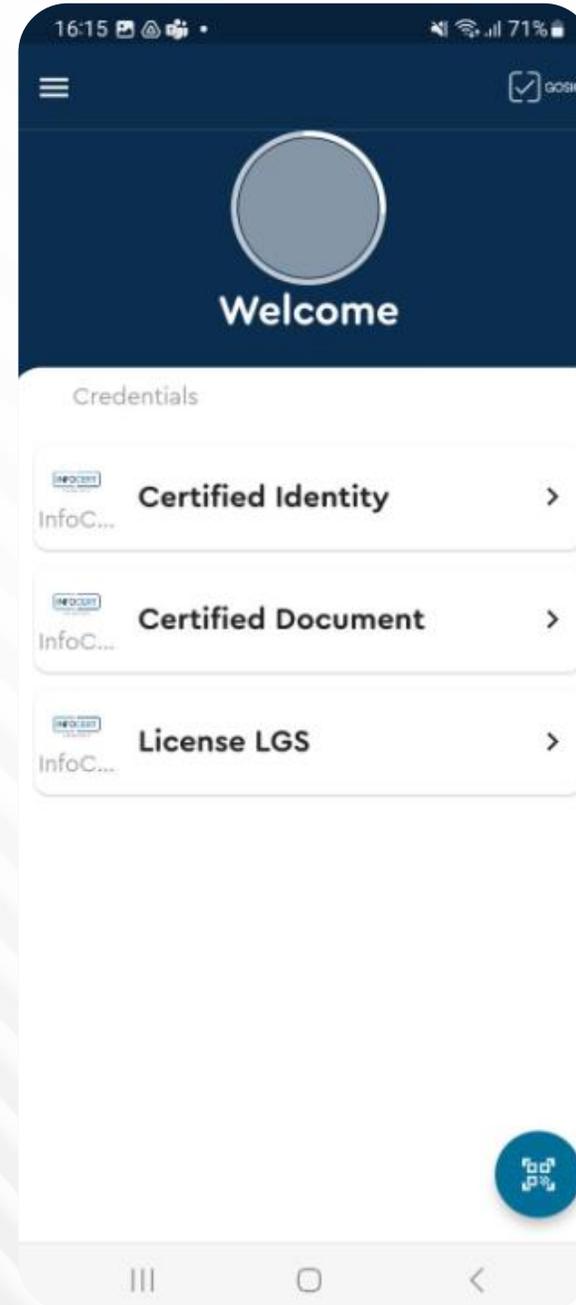
Go back to your Inbox and accept the **CERTIFIED IDENTITY** and **CERTIFIED DOCUMENT** notifications.



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



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**.





TINEXTA GROUP

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

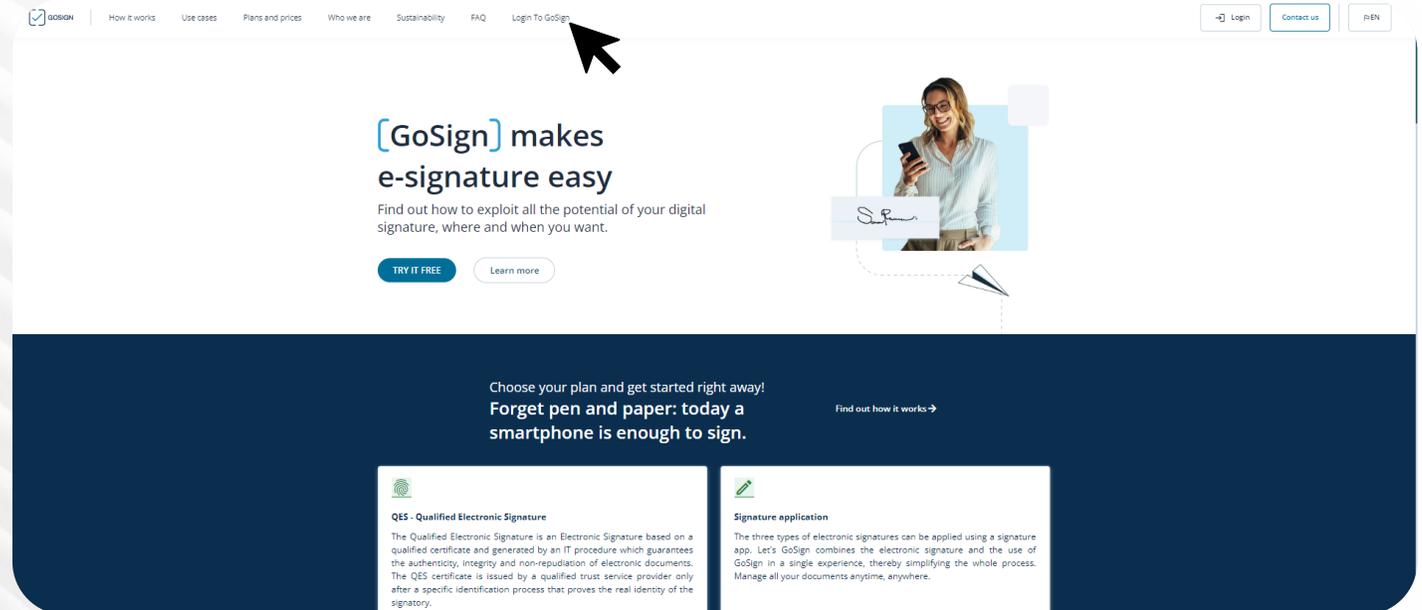
2. A QRCode will be generated by the system. Use the MyLGS app to scan it

3. Load your documents and add your signatures

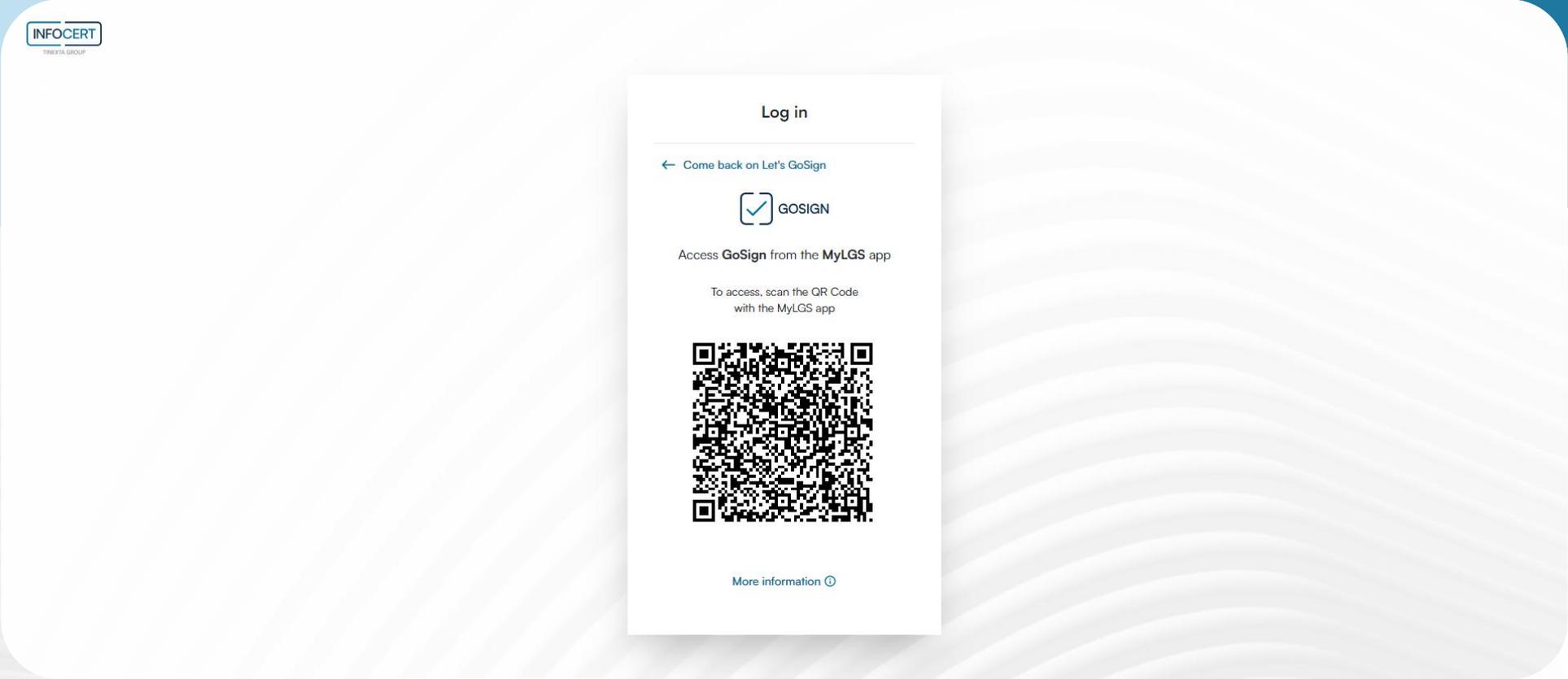
4. To complete the signing process, select **Signing with MyLGS**

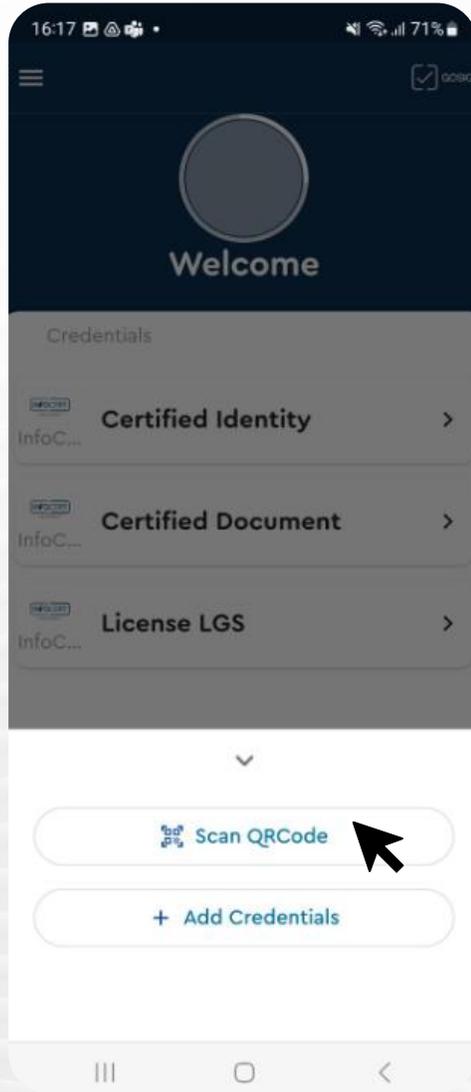
5. A new QRCode will be generated. Use the app to scan it and proceed with biometric verification* to confirm your identity, using your

- 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

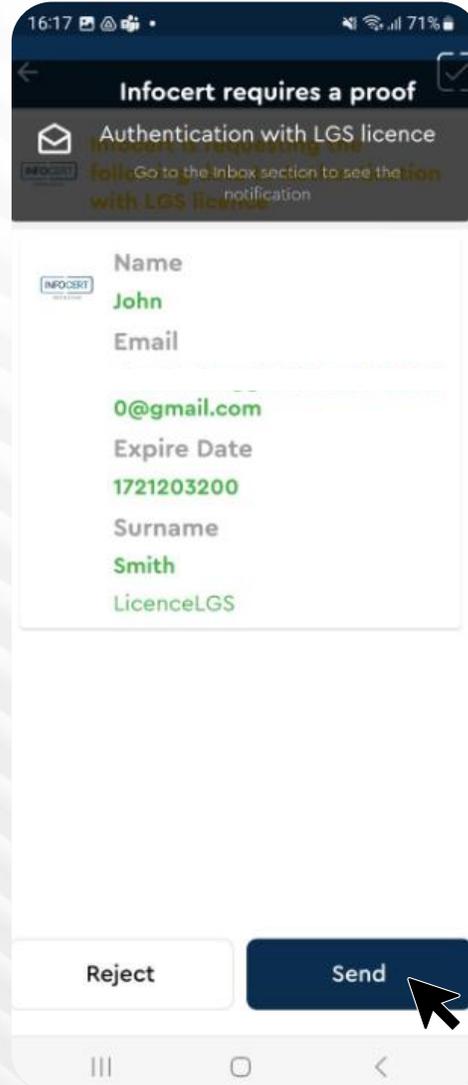


If you click on one of the two links above, you will be redirected to the GoSign Web login page with a QRCode, for Let's GoSign USERS only.

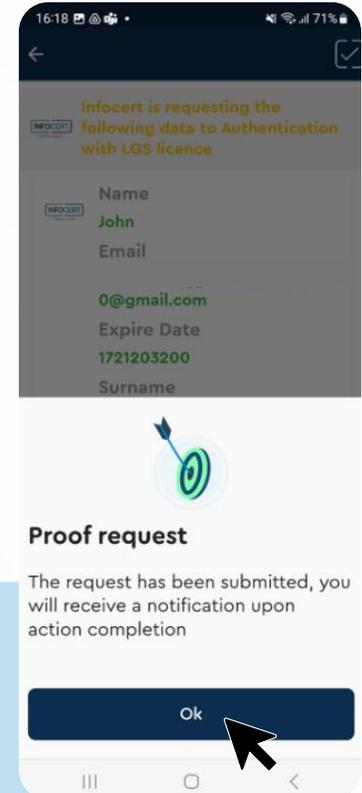




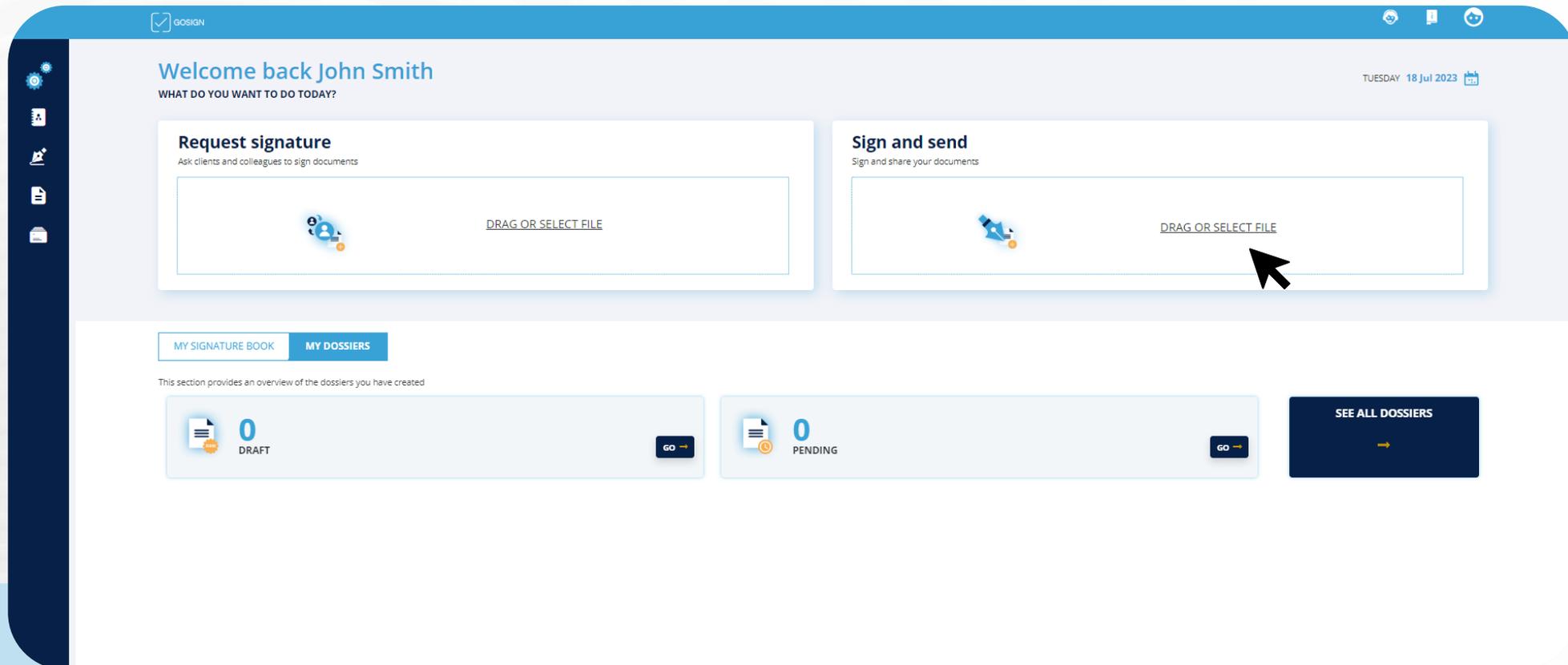
Open the MyLGS app, click on the QRCode icon on the bottom right and **select Scan QRCode**



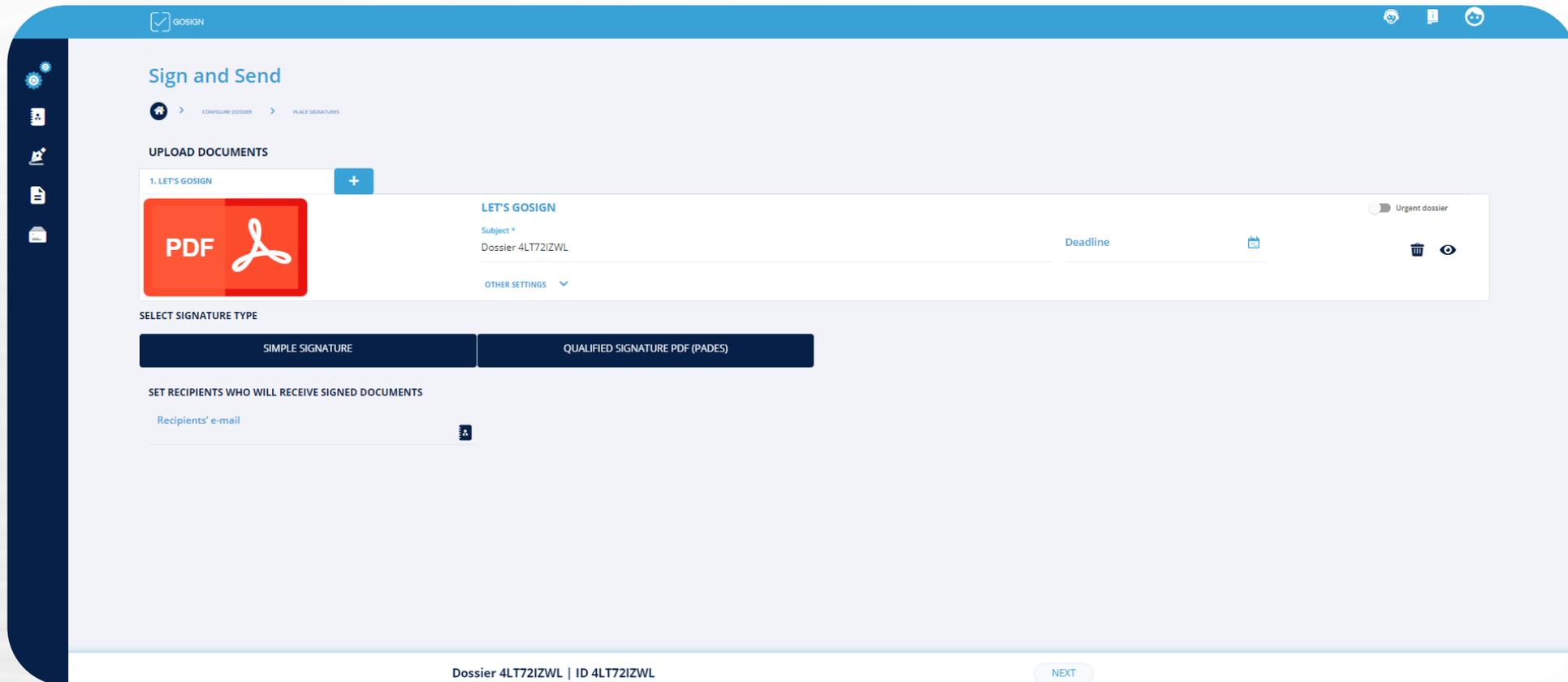
Using the App, **scan the QRCode** on the page displayed on your PC. Check your data and click on **Send** to submit your request to log in to the LGS Service.



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



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



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

LET'S GOSIGN Urgent dossier

Subject *
Dossier 4LT72IZWL Deadline

OTHER SETTINGS

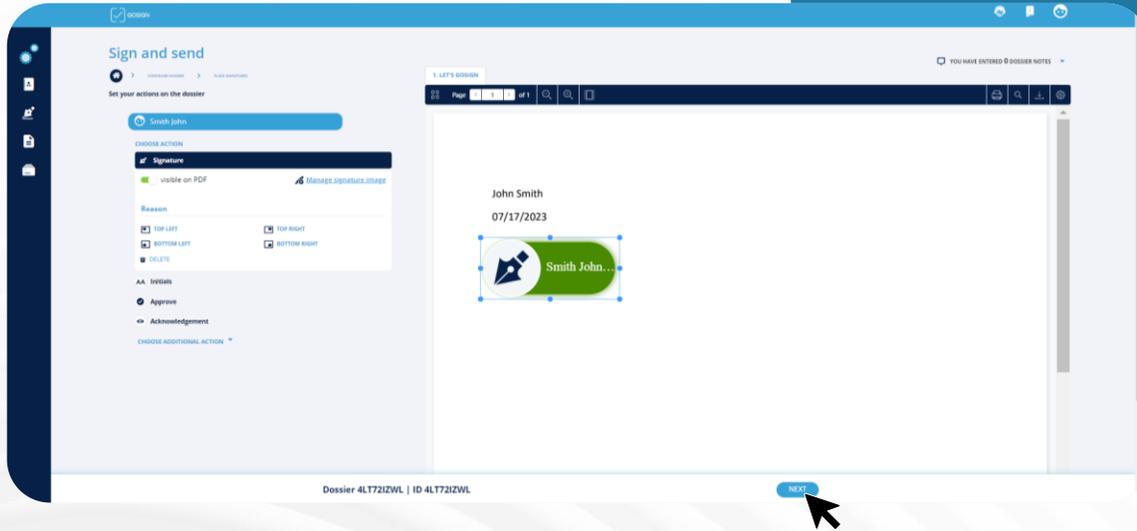
SELECT SIGNATURE TYPE

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

SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS

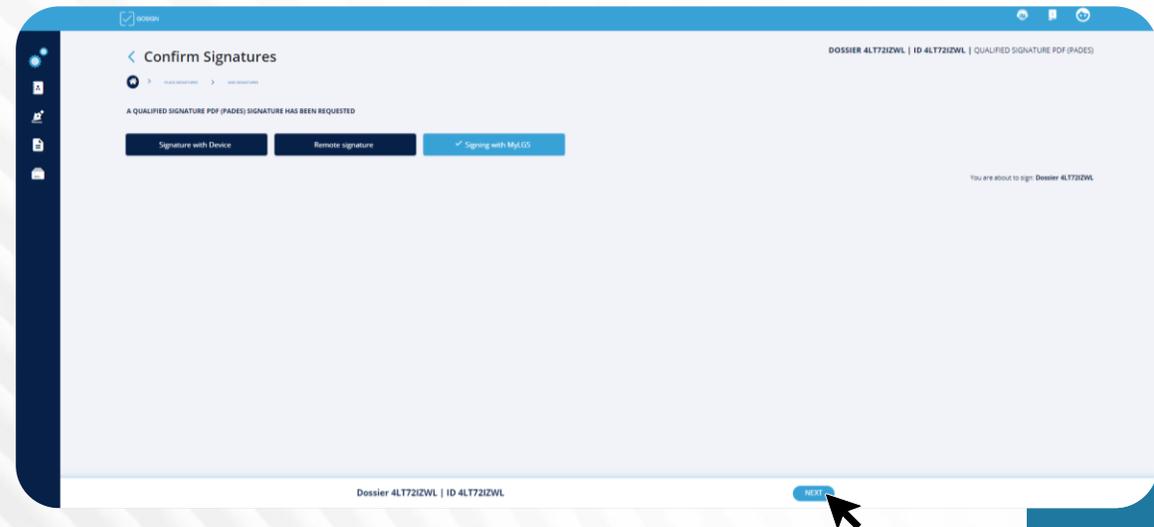
Recipients' e-mail

Dossier 4LT72IZWL | ID 4LT72IZWL **NEXT**

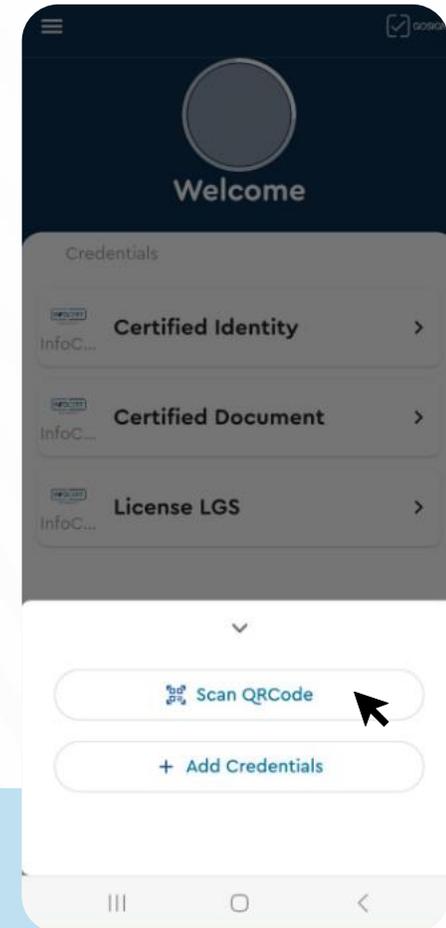
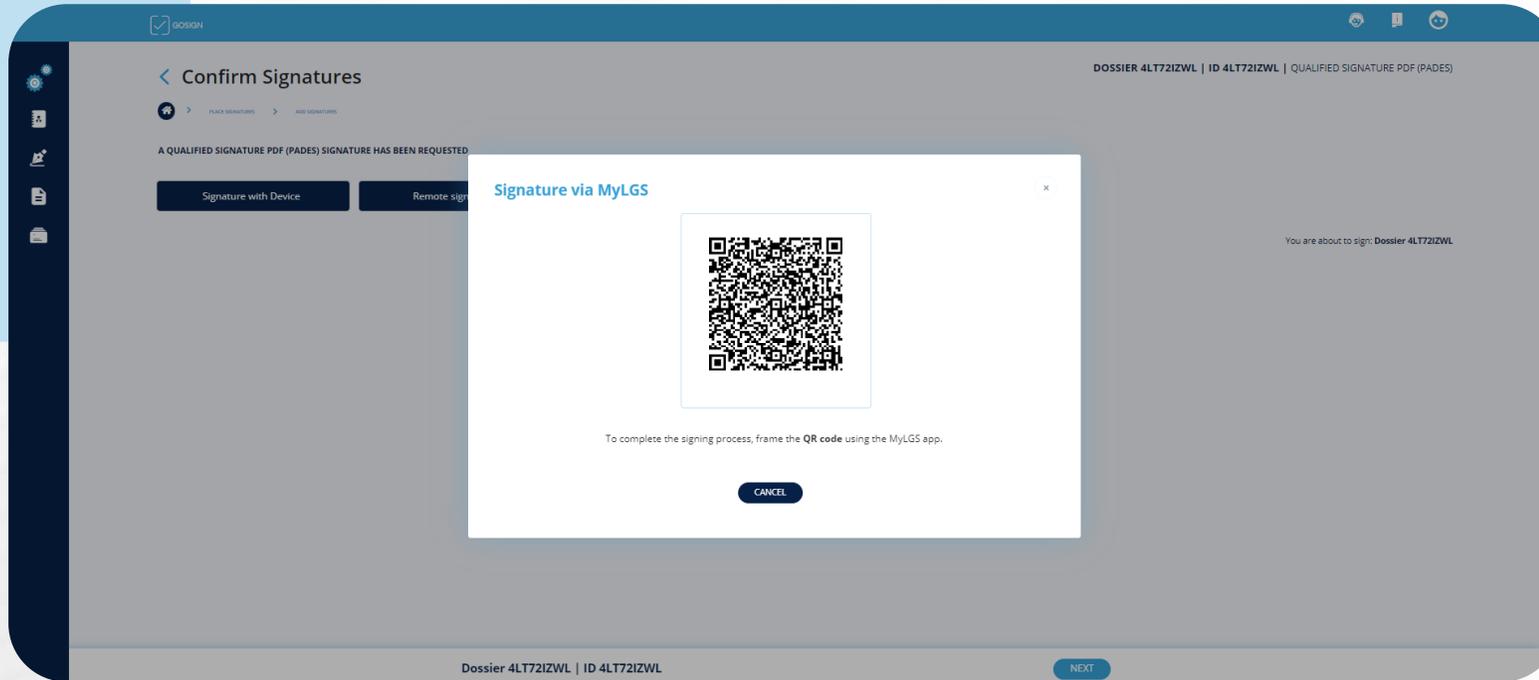


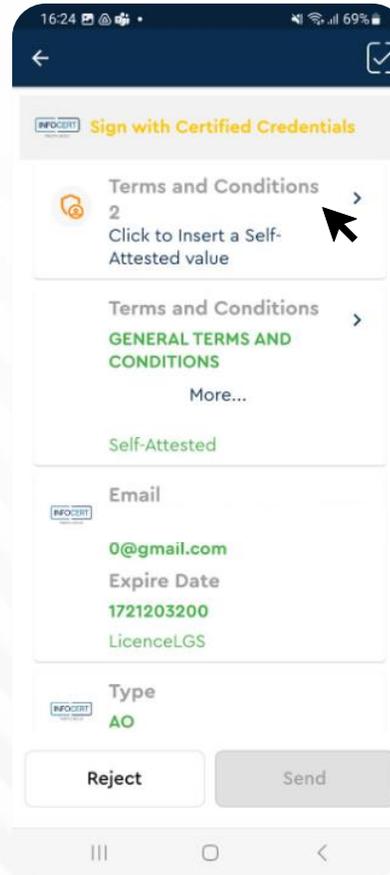
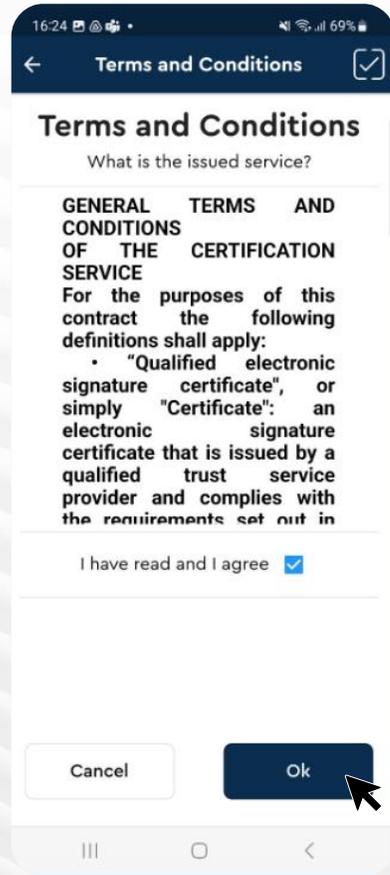
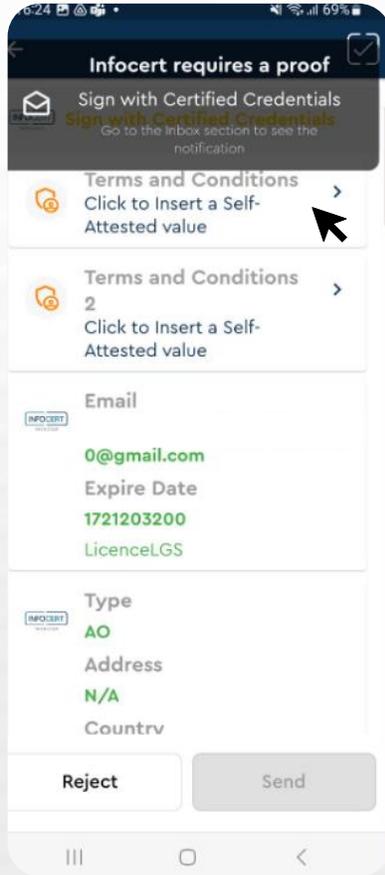
Apply one or more signatures as you require and edit the settings in the left-hand menu to suit your needs. Once you have finished, click on **NEXT**.

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**

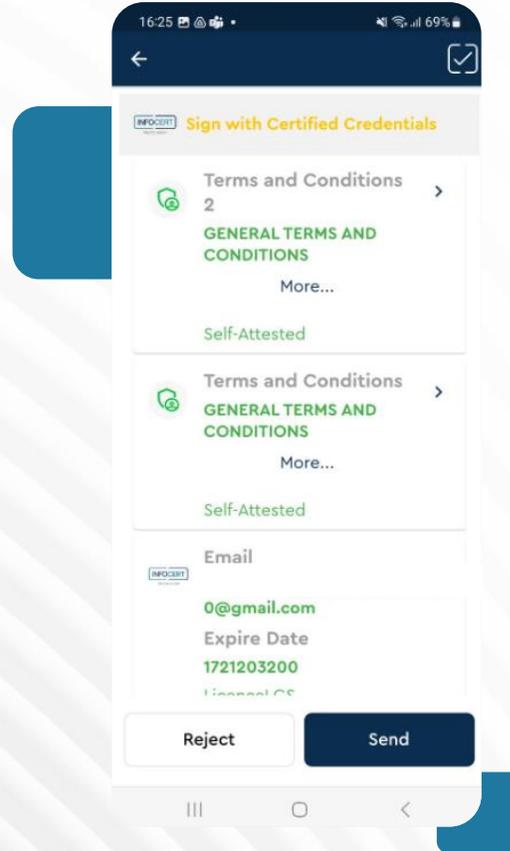




Accept the **CA documentation** and
click on **OK**

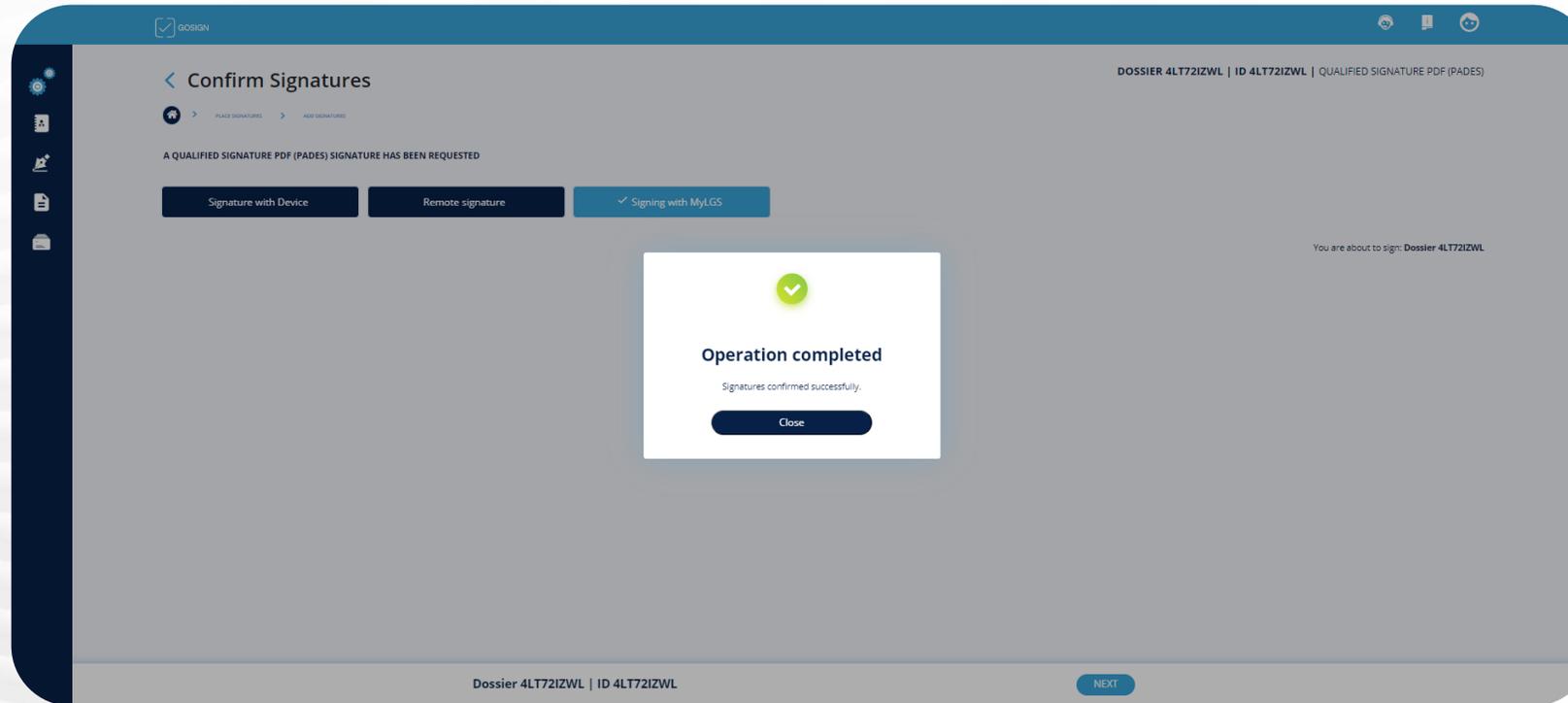
Accept the **T&C documentation** and
click on **OK**

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.



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