



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**.

How it works | Use cases | Plans and pricing | Who we are | Sustainability | FAQ | Login To GoSign

Login | Contact us | EN

Homepage > Plans and pricing

Discover all our plans

Sign your documents quickly and easily

Try it FREE for 15 days

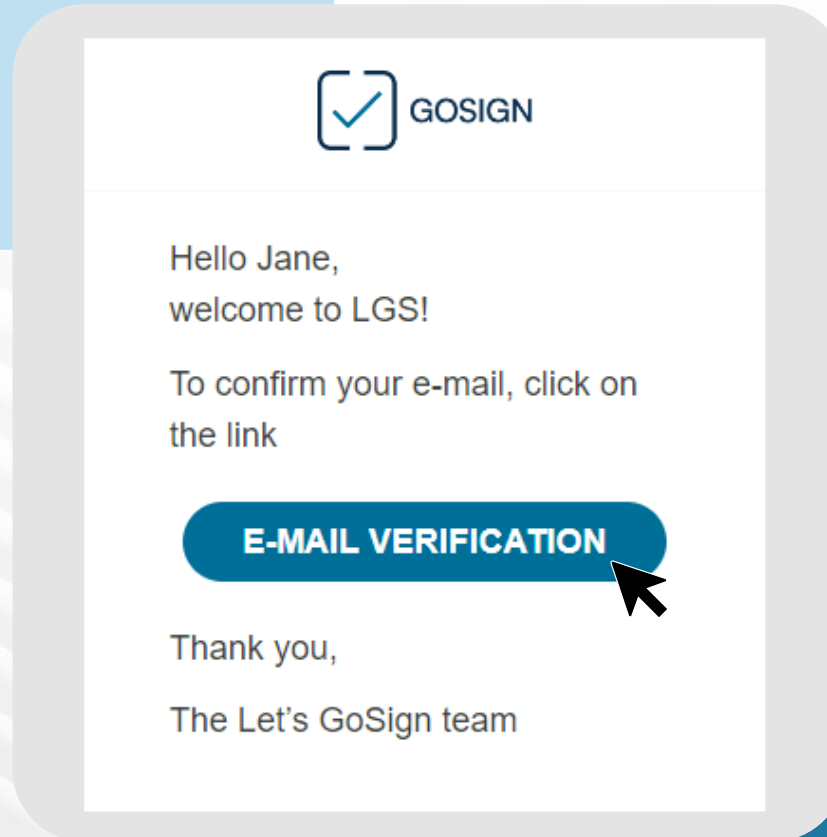
Plan	Price	Users	QES	SES	Digital Archiving	Files per year
ESSENTIAL For individuals and freelancers	85,00€ + VAT per year	1 USER	✓	✓	2 GB	50 files
SMART For freelancers, entrepreneurs and small companies	175,00€ + VAT per year	3 USER	✓	✓	2 GB	150 files
TEAM For small and medium-sized teams	250,00€ + VAT per year	5 USER	✓	✓	2 GB	250 files
ADVANCED For more structured companies with collaboration needs	900,00€ + VAT per year	10 USER	✓	✓	2 GB	1000 files

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!

Custom | Contact us

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

The screenshot shows the registration page for InfoCert. The header includes the logo and navigation links: 'How it works', 'Use cases', 'Plans and pricing', '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 the heading 'You're not registered yet?' and a sub-heading 'Create your account now'. A registration form titled 'Insert your data' is displayed, with a 'Login ->' link. The form fields are: 'Company/Personal *' (dropdown menu set to 'Individual'), 'Name *' (text box with 'Alexander'), 'Surname *' (text box with 'Weber'), 'Personal ID' (text box with '123456'), 'Address *' (text box with 'Mühlenstraße BERLIN, Germany'), 'E-mail address *' (text box with 'alexanderweber@gmail.com'), and 'Phone number *' (text box with '1234567890'). Below the form, there are two checkboxes: 'Use this e-mail address as the first user of the service' (checked) and a mandatory declaration checkbox (checked) regarding the information notice. There are also two optional agreement checkboxes with radio buttons for 'Yes' and 'No'. At the bottom of the form is a blue 'Sign In ->' button, which is being pointed to by a black mouse cursor.



If you click on **SIGN IN**, we will send you an e-mail 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 password confirmation page. At the top, there is a navigation bar with the GOSIGN logo and 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 navigation bar, there are buttons for 'Login', 'Contact us', and 'REN'. Below the navigation bar, the breadcrumb 'Homepage > Login' is visible. The main content area features the heading 'Already registered?' and the sub-heading 'Access to your account now'. A central form titled 'GOSIGN' contains the following elements: a 'Confirm password' section with the instruction 'Choose a password to complete your registration', a 'New password' section with a password input field (displayed as '*****'), and a list of password requirements: 'At least 8 characters', 'At least one capital letter and one lowercase', 'At least one numeric character', and 'At least one special character'. All requirements are marked with a green checkmark.

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.

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.

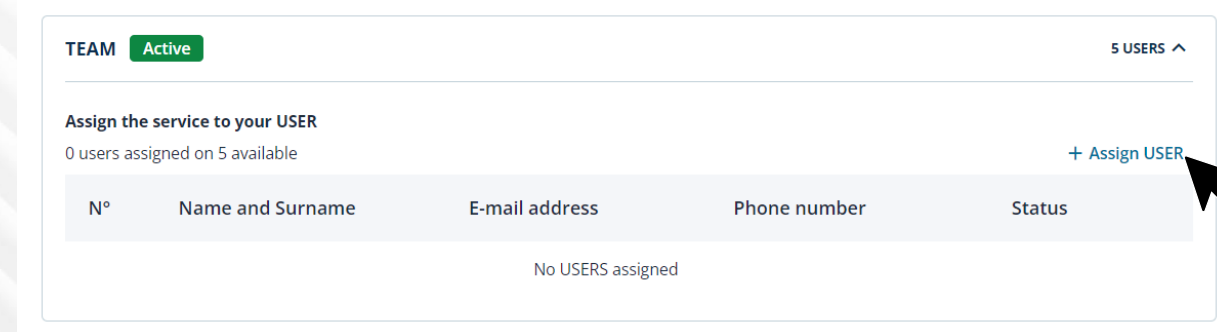
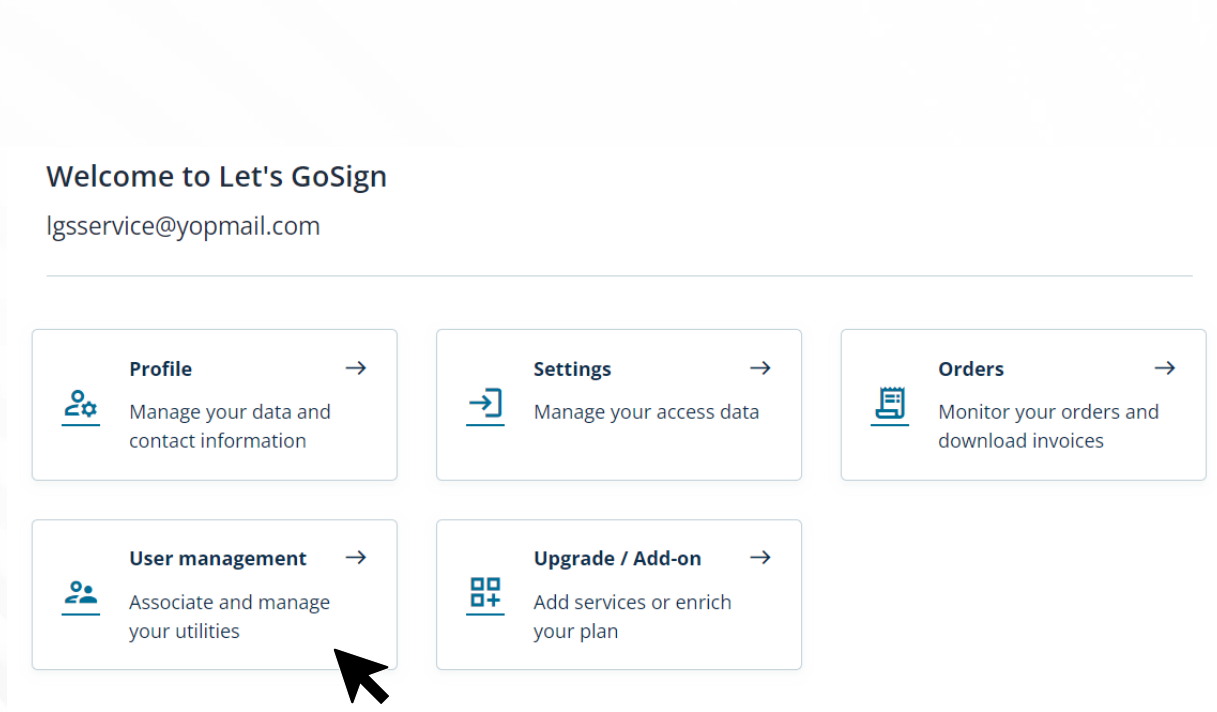
Now you are the Admin of your plan and you can proceed with the **User** activation.

The screenshot shows the GoSign checkout page. At the top, there is a navigation bar with the GoSign logo and links for 'How it works', 'Use cases', 'Plans and pricing', 'Who we are', 'Sustainability', 'FAQ', and 'Login To GoSign'. On the right, there is a user profile for 'teamwhite.quix@outlook' and a shopping cart icon. The main content area is titled 'Checkout' and features a green checkmark icon. Below the icon, the text reads: 'Thank you for choosing Let's GoSign. Now you are the Admin of your plan and you can proceed with the User activation. If you see your plan in Pending, just wait few minutes and, once the plan is Active, add the user with name, surname, email address and phone.' There are two buttons: a dark blue 'GO TO USER MANAGEMENT' button with a mouse cursor pointing to it, and a white 'View your order' button. At the bottom, there is a note: 'If you want to proceed with the User activation later, don't worry, we sent you an email with all the necessary steps, if you need more information, see our FAQs'.

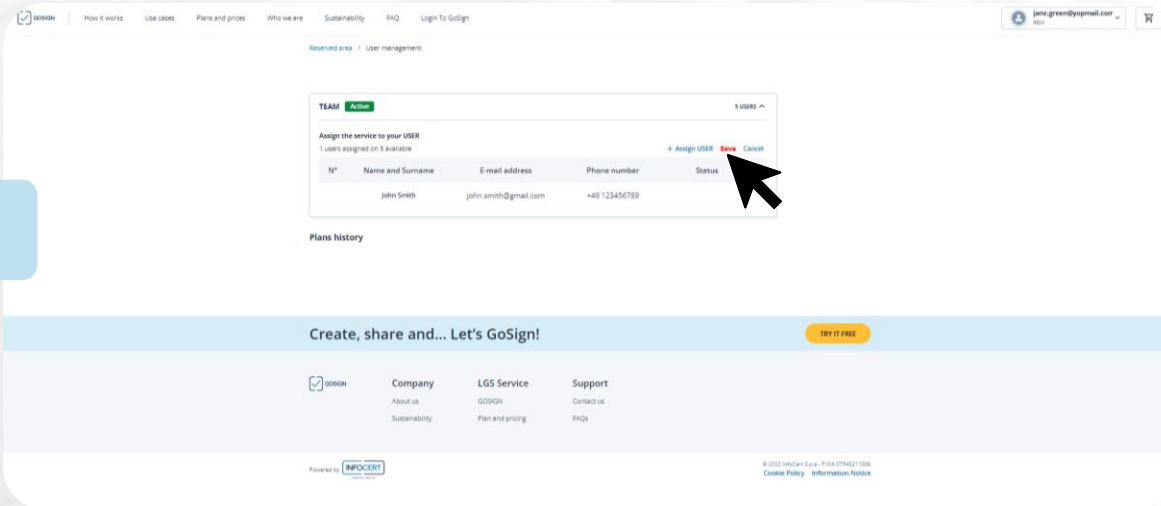
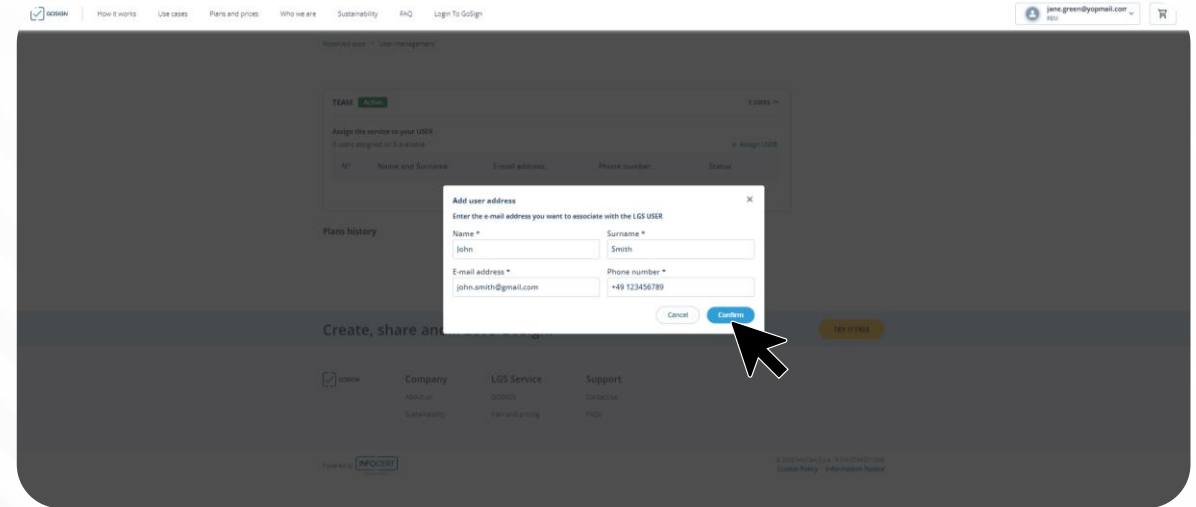
- Make sure you are logged in to the site and go to your **Reserved Area**.
- Select **USER MANAGEMENT** and check to ensure that the plan is **ACTIVE**.

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 user's e-mail. Once entered, the e-mail will be associated with the LGS Credentials and no other USERS can be associated with it.

The screenshot shows the GoSign user management interface. 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'. A green notification banner at the top right states 'USER correctly assigned'. The user profile 'jane.green@yopmail.com' is visible in the top right corner. The main content area is titled 'Reserved area > User management'. It features a 'TEAM Active' section with '5 USERS' and a sub-section 'Assign the service to your USER' showing '1 users assigned on 5 available'. Below this is a table with one user entry:

N°	Name and Surname	E-mail address	Phone number	Status
1	John Smith	john.smith@gmail.com	+49 123456789	Activation Pending

Below the table is a 'Plans history' section. At the bottom of the interface, there is a blue banner with the text 'Create, share and... Let's GoSign!' and a 'TRY IT FREE' button. The footer contains the GoSign logo, a 'Company' menu (About us, Sustainability), an 'LGS Service' menu (GOSIGN, Plan and pricing), and a 'Support' menu (Contact us, FAQs). It also includes the text 'Powered by INFOCERT TINEXTA GROUP' and copyright information: '© 2022 InfoCert S.p.a. - P.IVA 07945211006', with links for 'Cookie Policy' and 'Information Notice'.

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 from **5 minutes to 24 hours** to become **ACTIVE**; 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.



Hello John Smith ,
welcome to LGS!

You received an **LGS Licence** and can
now start exploring the full potential of
our digital signature service.

1. Download MyLGS

Click on the button below and download
the **MyLGS** app to your smartphone.



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.

Click on the button below and download
the **MyLGS** app to your smartphone.

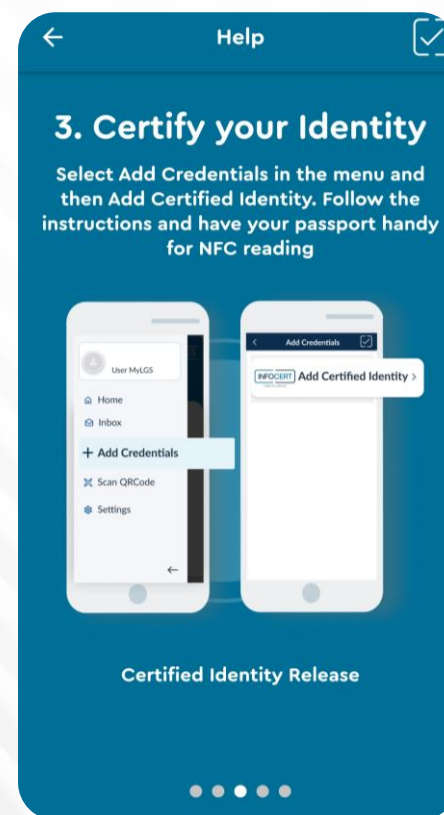
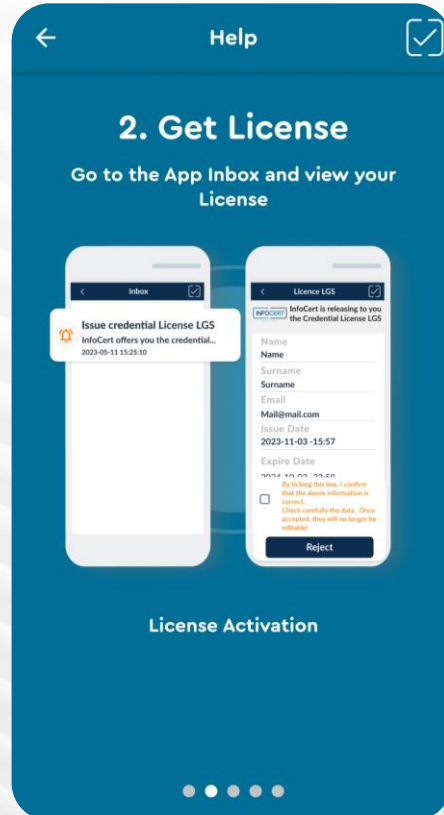
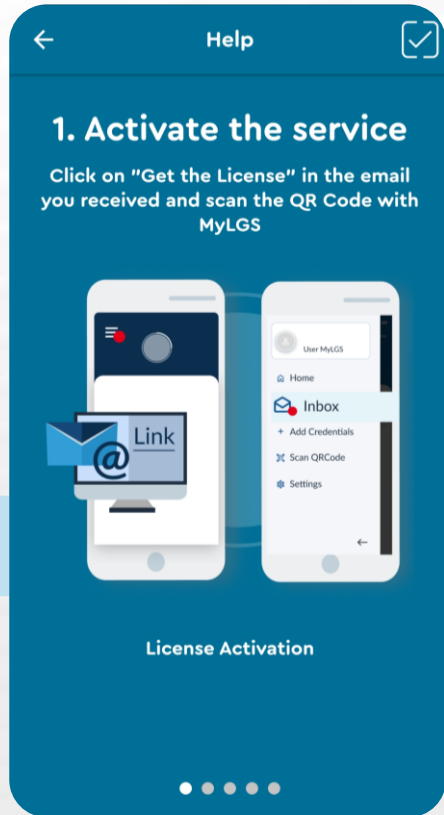


2. Get Your LGS Licence

Click on the button to scan qrcode and
get the licence.

Get your LGS Licence

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



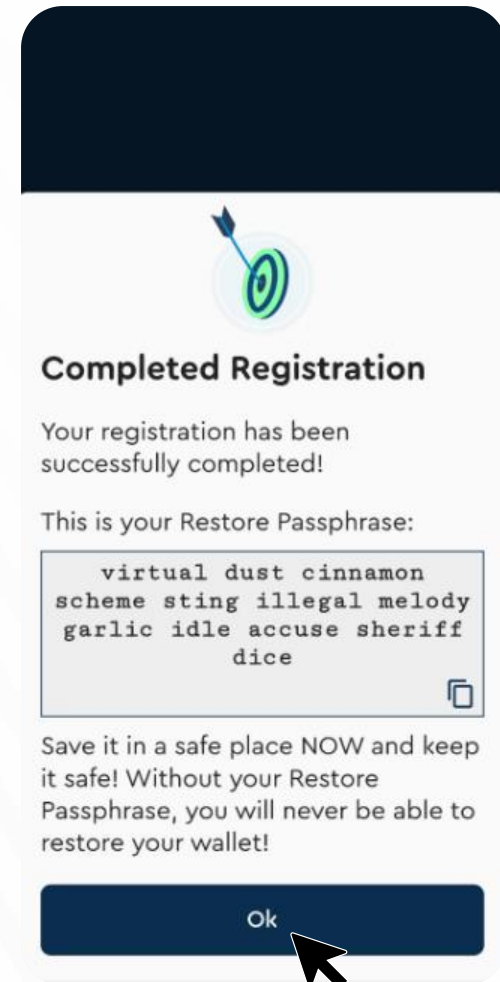


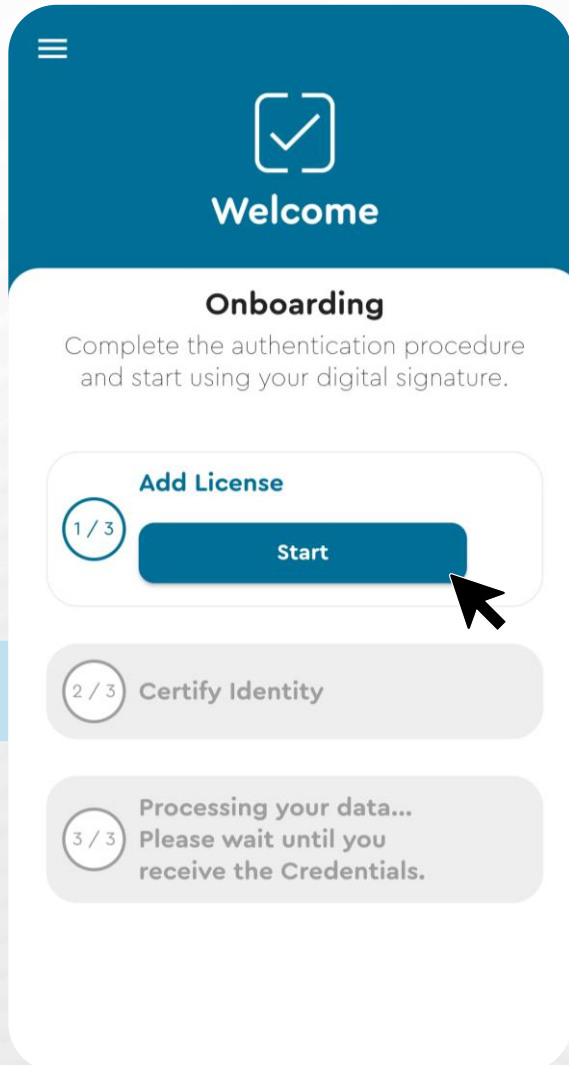
Login with Password

Login with Biometrics

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 if you want to move the app from one device to another





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. And click “START” to scan the Qr code.

Click on the button below and download the **MyLGS** app to your smartphone.



2. Get Your LGS Licence

Click on the button to scan qrcode and get the licence.

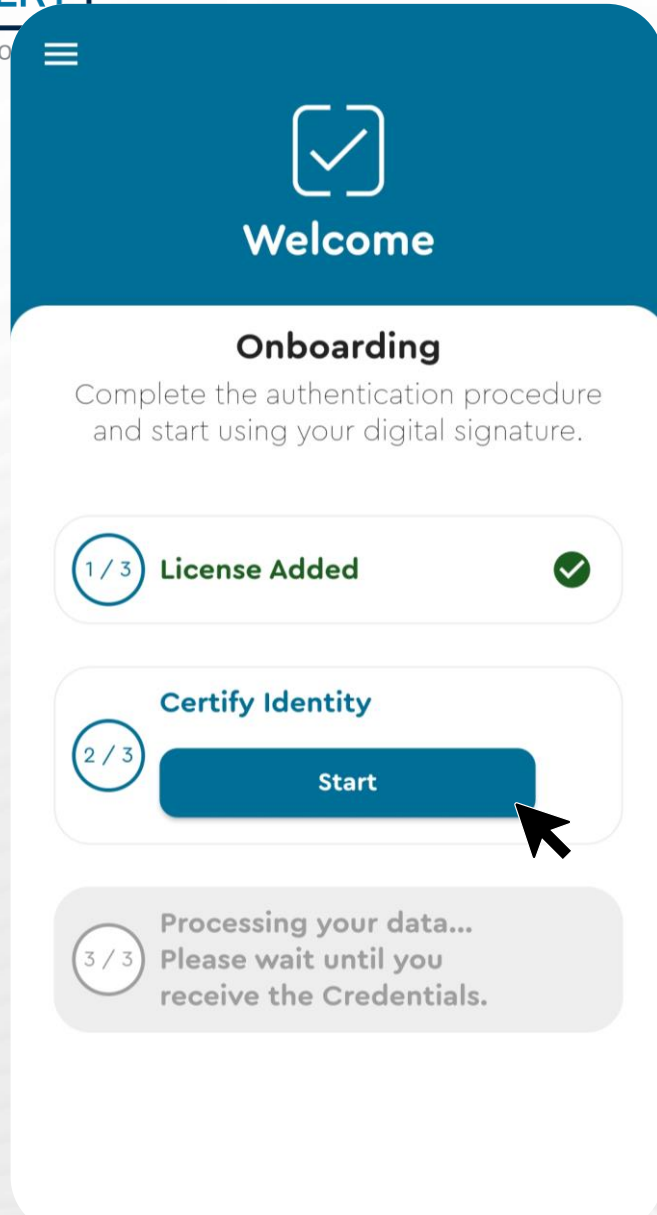
Get your LGS Licence





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 START to 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 image shows a mobile application interface for onboarding. At the top, there is a blue header with a white checkmark icon and the word "Welcome". Below the header, the section is titled "Onboarding" with a sub-instruction: "Complete the authentication procedure and start using your digital signature." There are three steps listed:

- 1 / 3 License Added** (Completed, indicated by a green checkmark)
- 2 / 3 Certify Identity** (Active step, with a blue "Start" button and a mouse cursor pointing to it)
- 3 / 3 Processing your data...** (Greyed out, with the text "Please wait until you receive the Credentials.")

After you have scanned the QR code your licence will automatically be added to the app. Then proceed with the step 2.

← **T&C Documentation** ✓

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.

SECTION A: Application Terms and Conditions of ..

I have read and I agree *

* Required

Cancel Accept

← **Wallet Documentation** ✓

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

I have read and I agree *

* Required

Back Accept

← **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 InfoCert

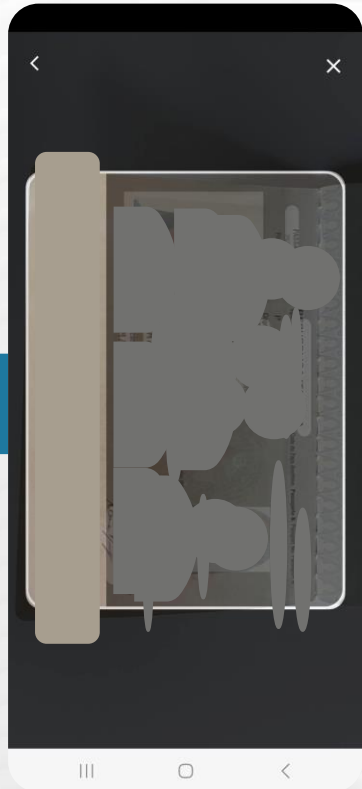
I have read and I agree *

* Required

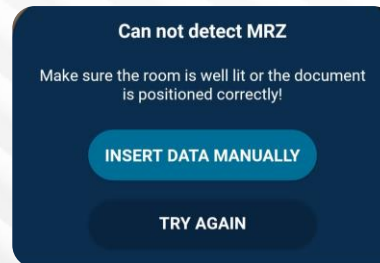
Back Accept

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

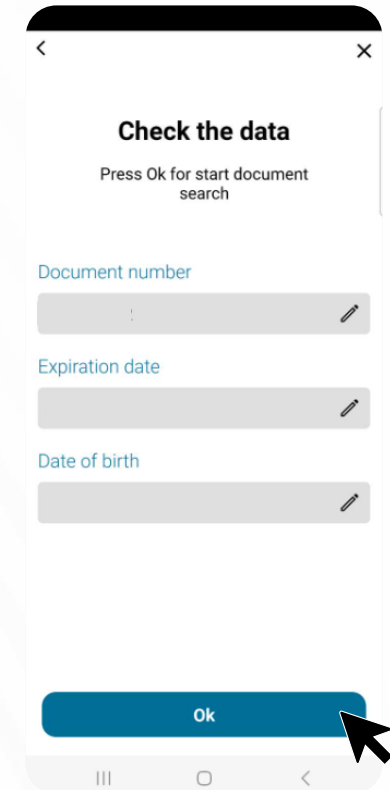
Take a legible photo of your document



If you can't detect the MRZ insert data manually



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

Ready to Scan!



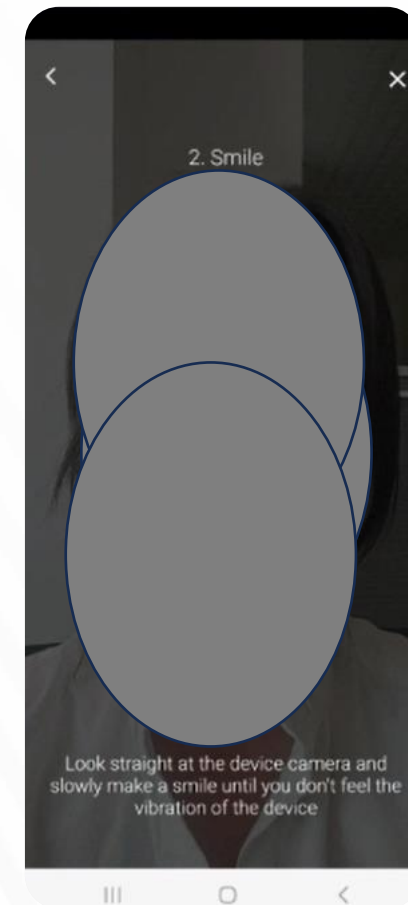
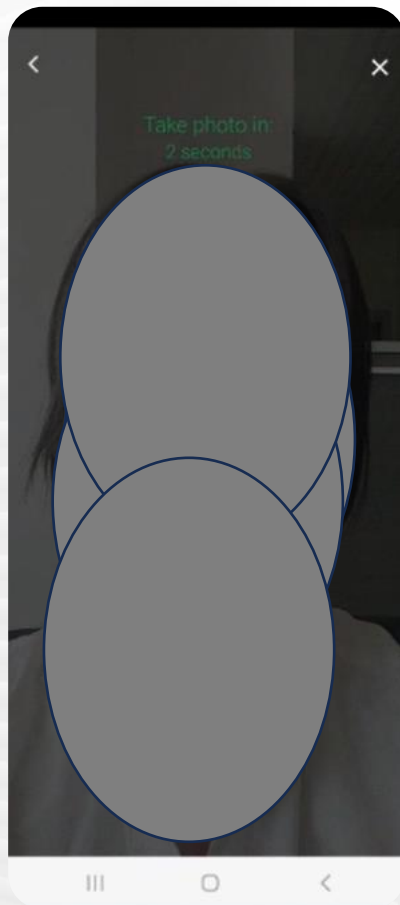
Place device on top of the document
Waiting for acquire document...

Document Found!

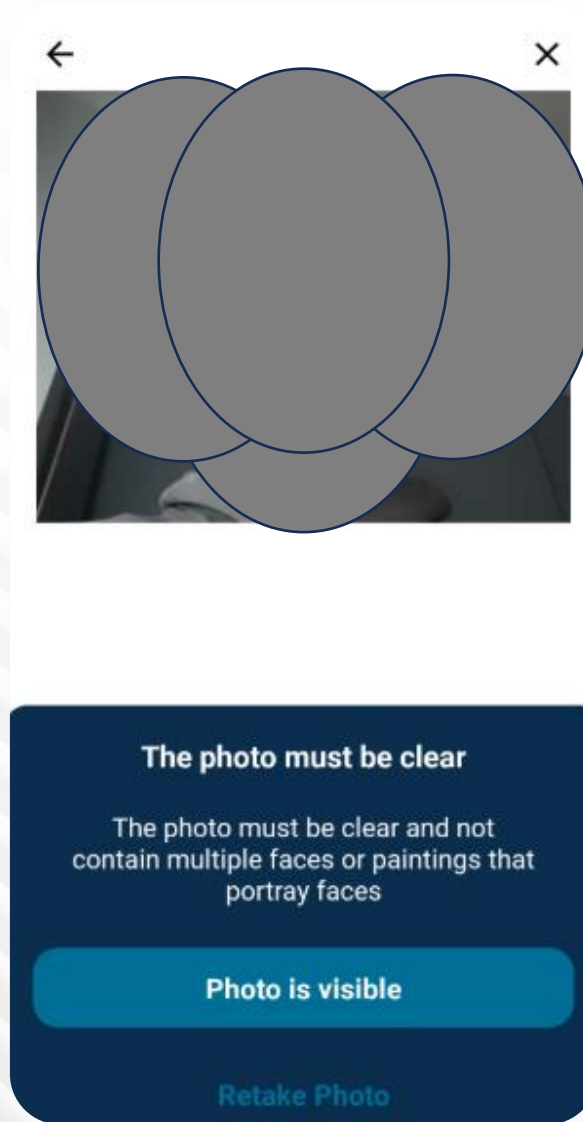


Do not move the document
Reading Data...

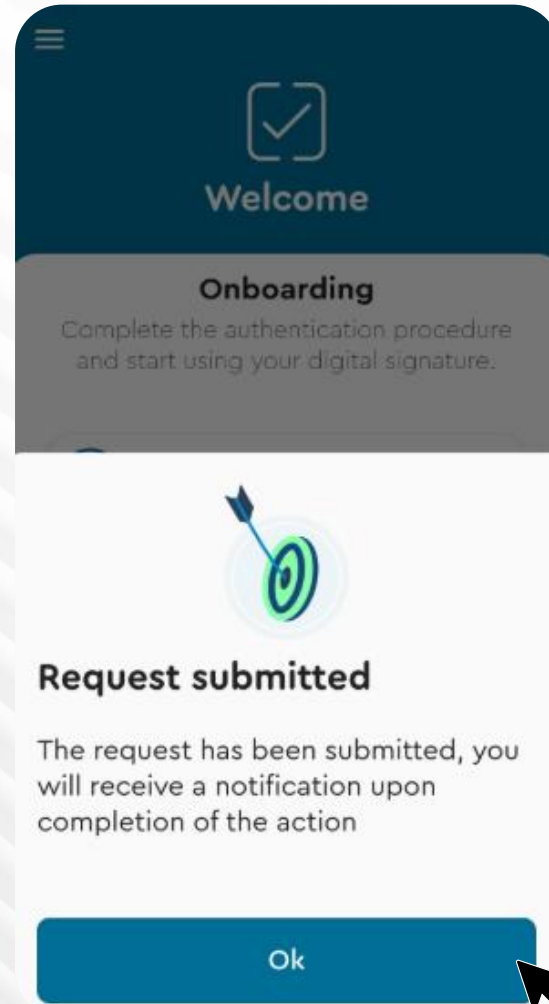
Follow the instructions provided by MyLGS:
you will have to take **3 photos** of your face (one face on, one of the left/right side and one smiling) and confirm that you are satisfied with the photos. If you are not, keep taking photos until you are satisfied with your SELFIES.
Then click on **OK**.



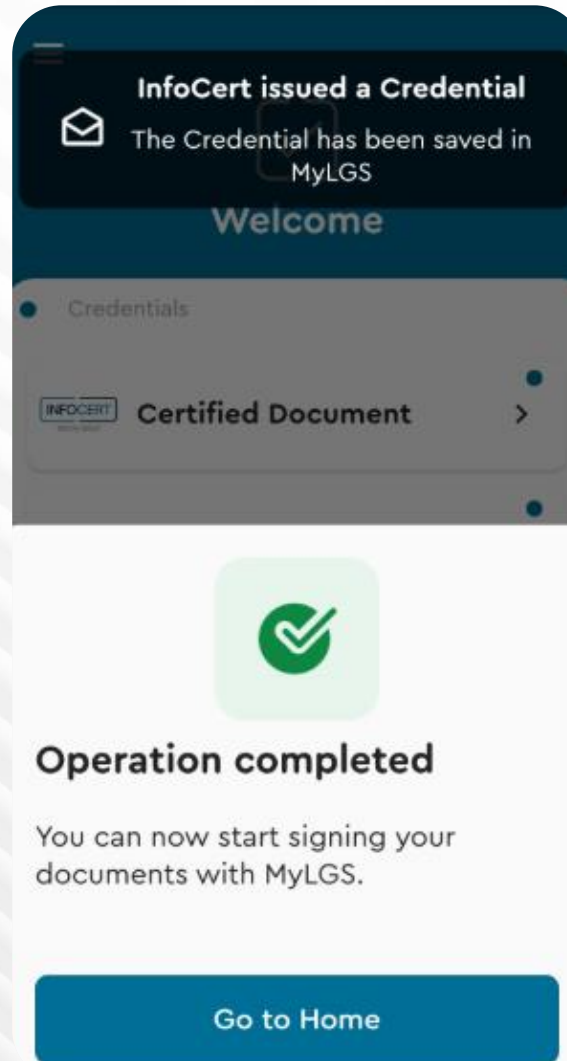
If the photo did not come out well, you can take another one.



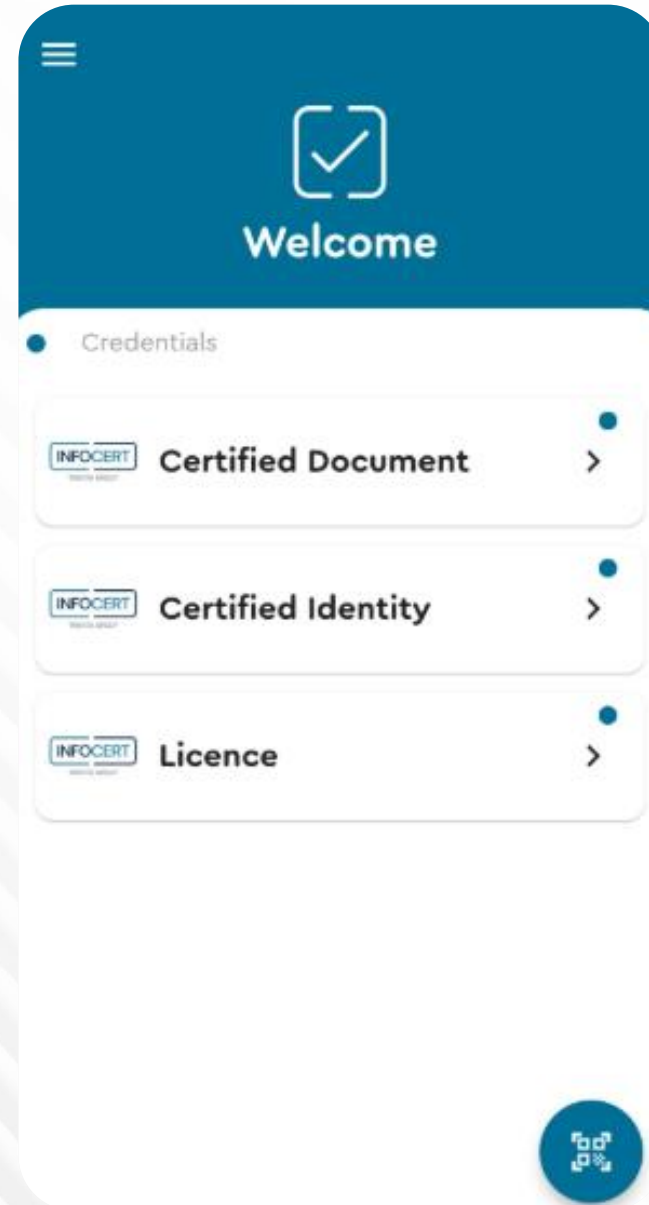
From this moment on, InfoCert will verify your information and identity.



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**.





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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:

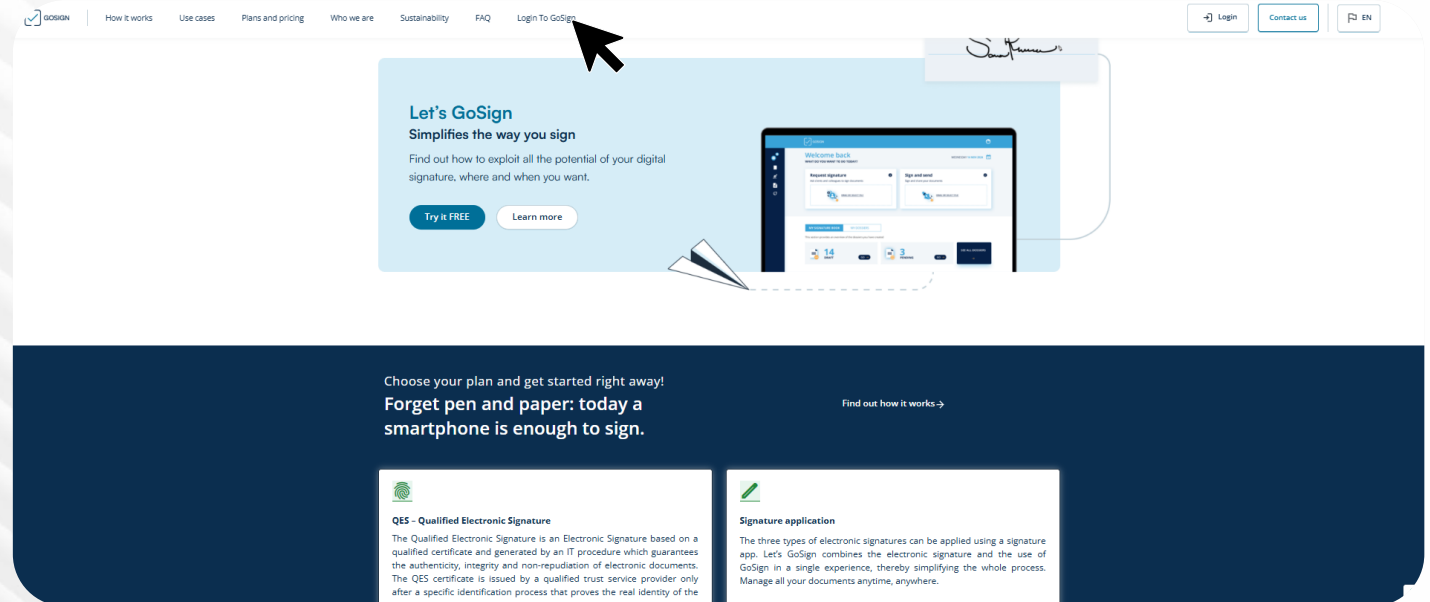
4. Use GoSign

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

Login to GoSign

- A **QRCode** will be generated by the system. Use the MyLGS app to scan it.
- Load your documents and add your signatures.

- 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.

Log in

← Come back on Let's GoSign

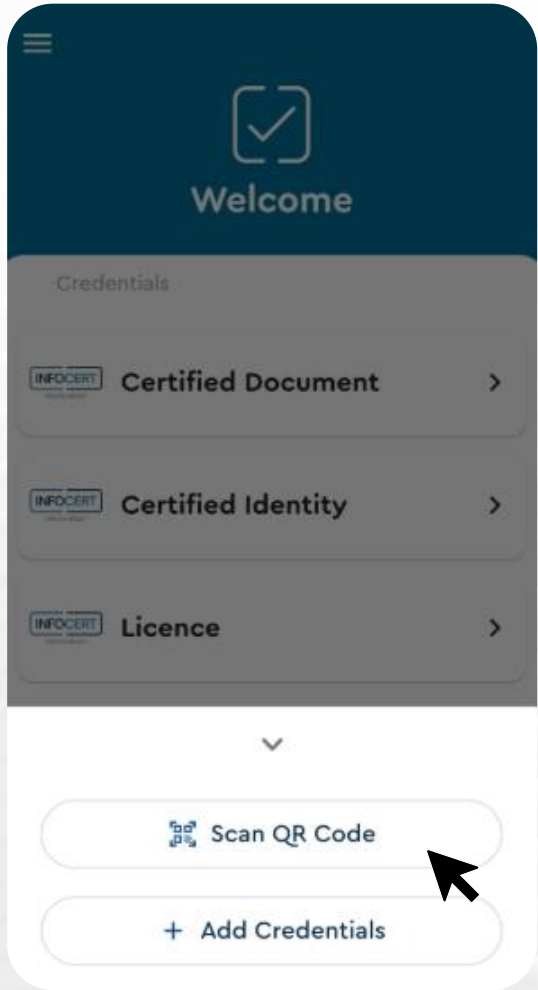


Access **GoSign** from the **MyLGS** app

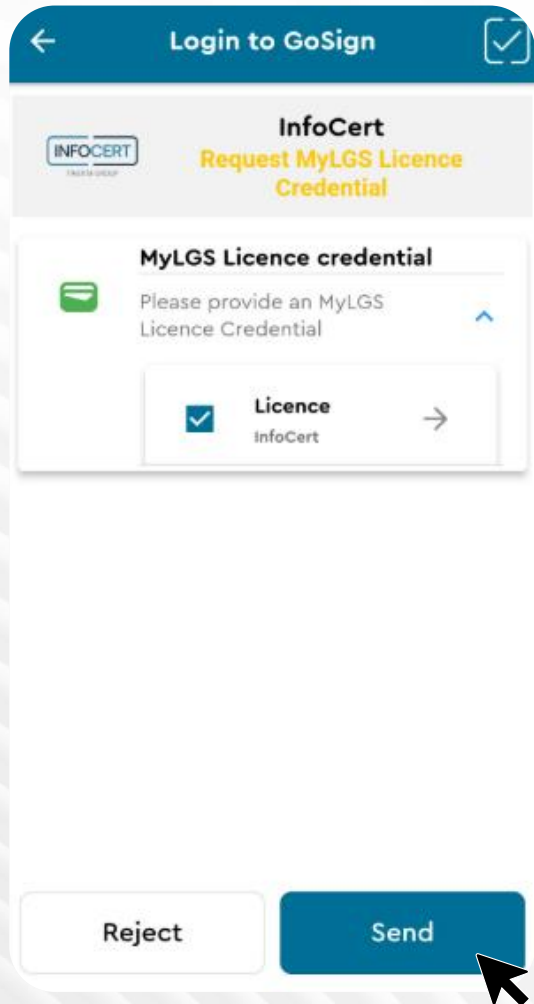
To access, scan the QR Code
with the MyLGS app



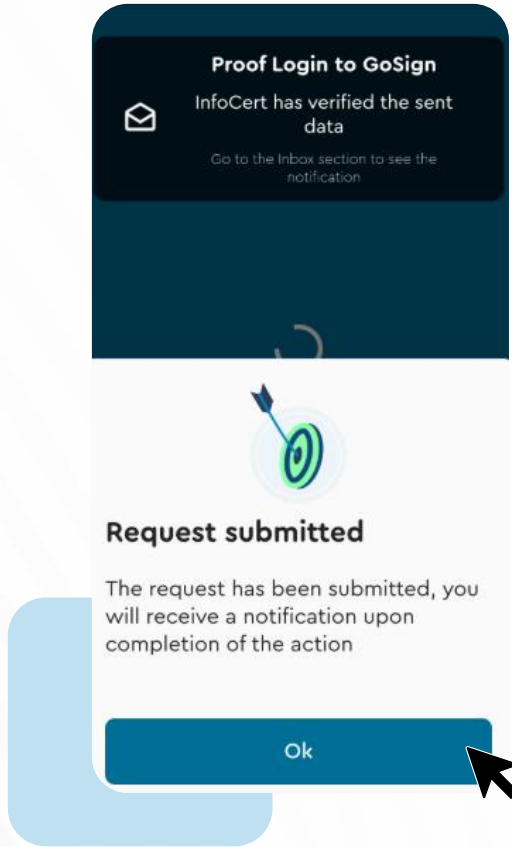
[More information](#)



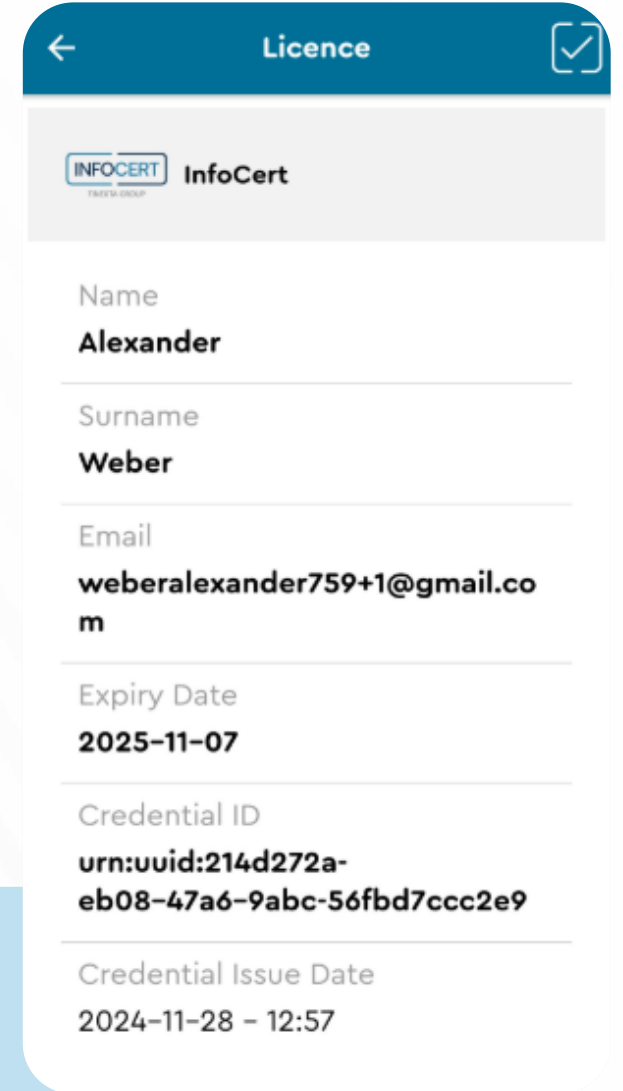
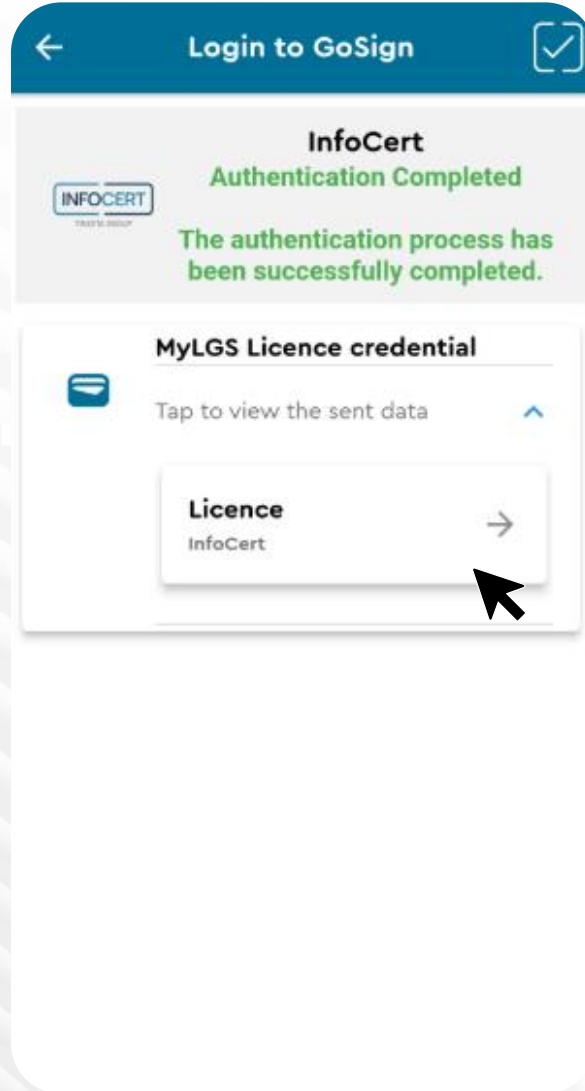
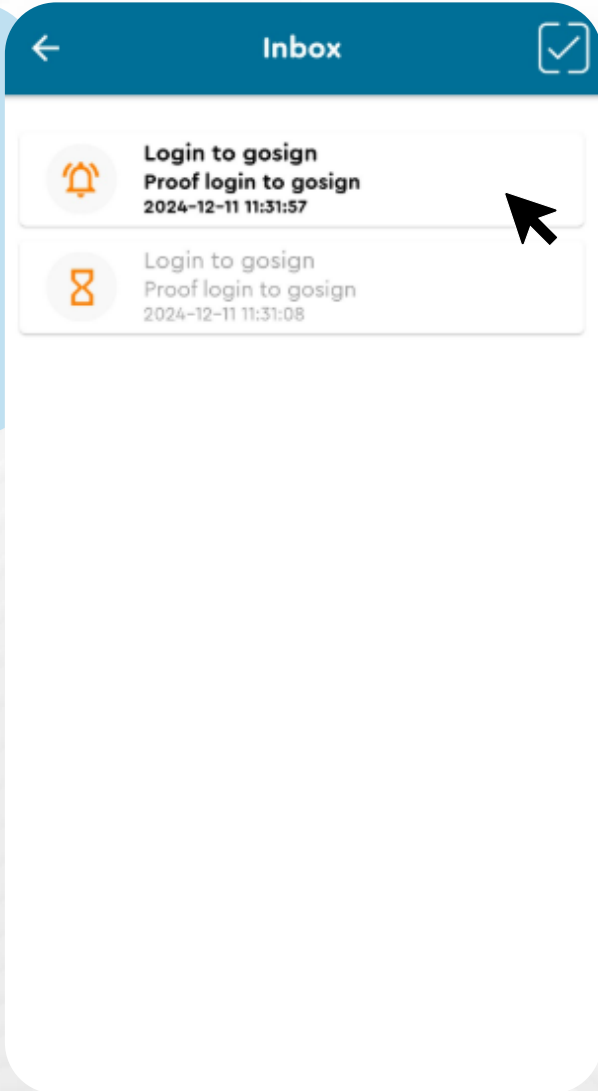
Open the MyLGS app, click on the QRCode icon on the bottom right and select **Scan QRCode**



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 GoSign.



Go to your **Inbox** section and you will find your credential



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

The screenshot shows the GoSign dashboard for user Alexander Weber. The top navigation bar includes the GoSign logo, user profile, and notification icons. The main content area is titled "Welcome back Alexander Weber" and "WHAT DO YOU WANT TO DO TODAY?". It features two primary action cards: "Request signature" (with subtext "Ask clients and colleagues to sign documents") and "Sign and send" (with subtext "Sign and share your documents"). Both cards contain a "DRAG OR SELECT FILE" instruction and a file upload icon. A mouse cursor is positioned over the "Sign and send" card. Below these cards are tabs for "MY SIGNATURE BOOK" and "MY DOSSIERS". A descriptive text states: "This section provides an overview of the dossiers you have created". The dashboard displays two summary boxes: "0 DRAFT" and "0 PENDING", each with a "GO" button. A "SEE ALL DOSSIERS" button with a right-pointing arrow is located to the right of these boxes. A dark blue sidebar on the left contains various navigation icons.

From now on,
you can upload your 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', with navigation links for 'CONFIGURE DOSSIER' and 'PLACE SIGNATURES'. The 'UPLOAD DOCUMENTS' section shows a document titled '1. GH11' with a PDF icon and a plus sign for adding more. Below this, the document details are shown: 'GH11' as the subject, 'Dossier BYQ39KBQE' as the subject, and a 'Deadline' field with a calendar icon. There is also an 'Urgent dossier' toggle switch and icons for deleting and viewing the document. The 'SELECT SIGNATURE TYPE' section offers two options: 'SIMPLE SIGNATURE' and 'QUALIFIED SIGNATURE PDF (PADES)'. The 'SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS' section has a field for 'Recipients' e-mail' with an add icon. At the bottom, the footer shows 'Dossier BYQ39KBQE | ID BYQ39KBQE' and a 'NEXT' button.

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

CONFIGURE DOSSIER > PLACE SIGNATURES

UPLOAD DOCUMENTS

1. GHI1 +

	GHI1	<input type="checkbox"/> Urgent dossier
Subject *	Dossier BYQ39KBQE	Deadline
OTHER SETTINGS ▾		

SELECT SIGNATURE TYPE

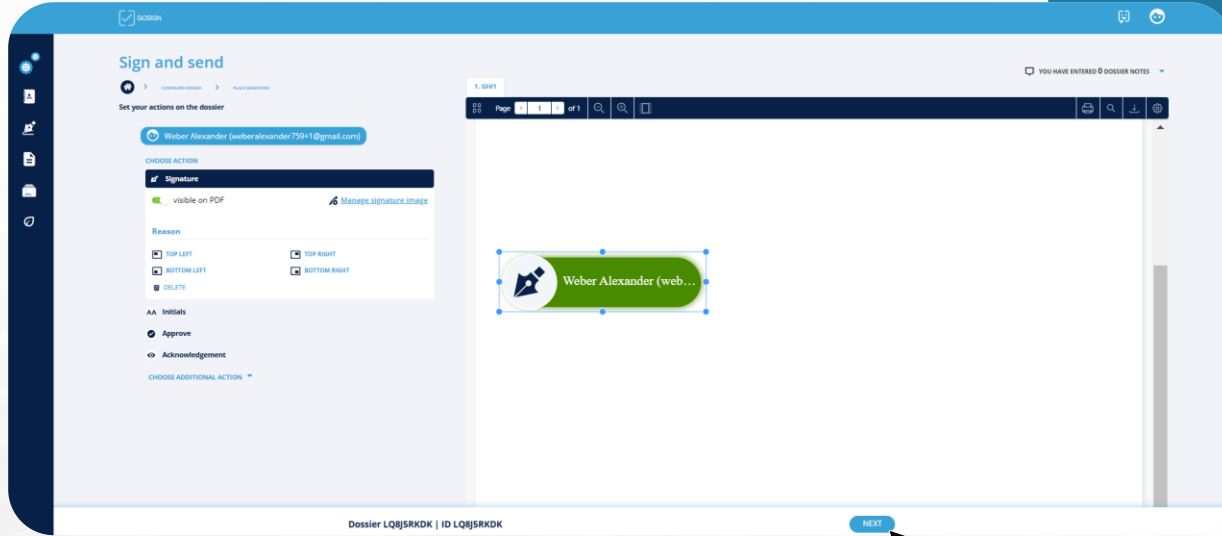
SIMPLE SIGNATURE QUALIFIED SIGNATURE PDF (PADES)

SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS

Recipients' e-mail

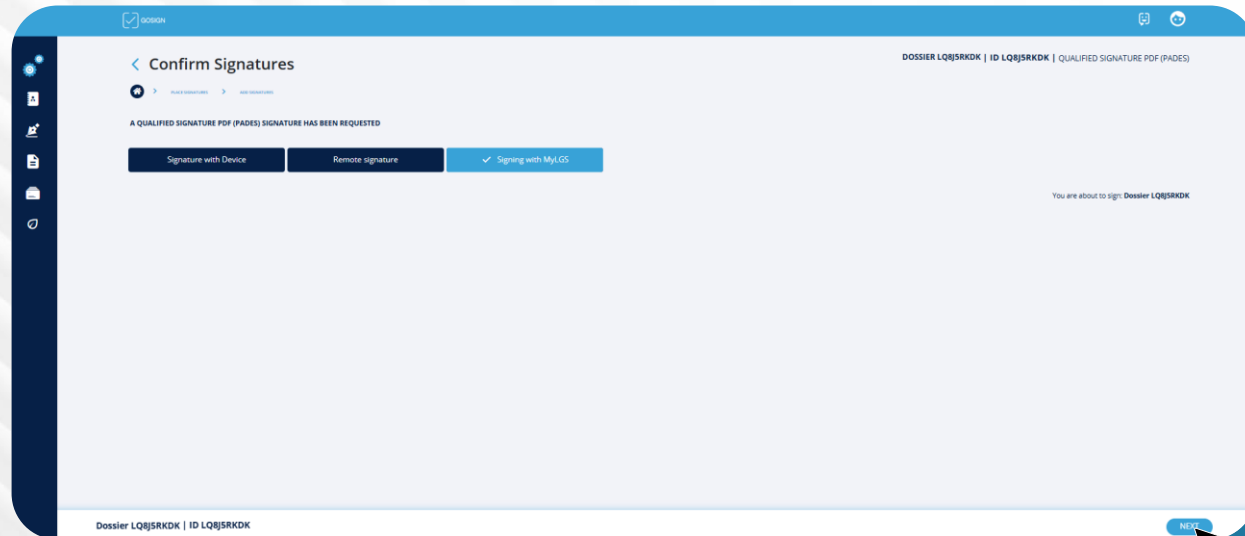
Dossier BYQ39KBQE | ID BYQ39KBQE

NEXT

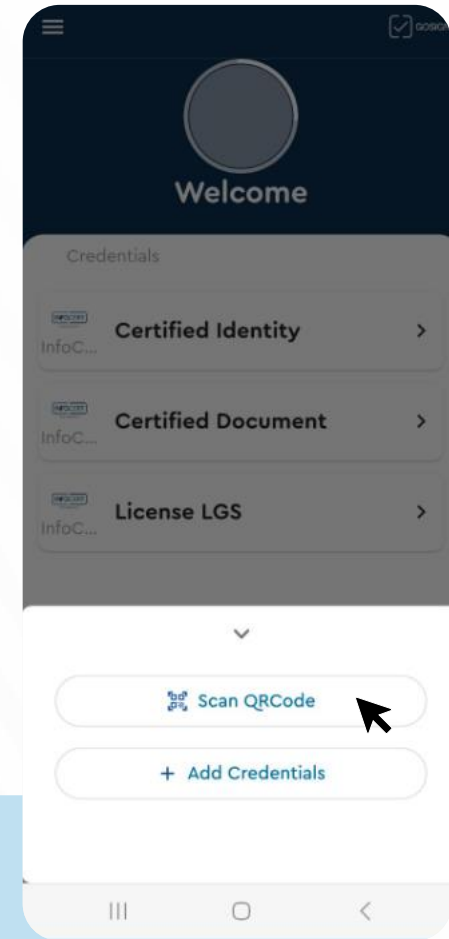
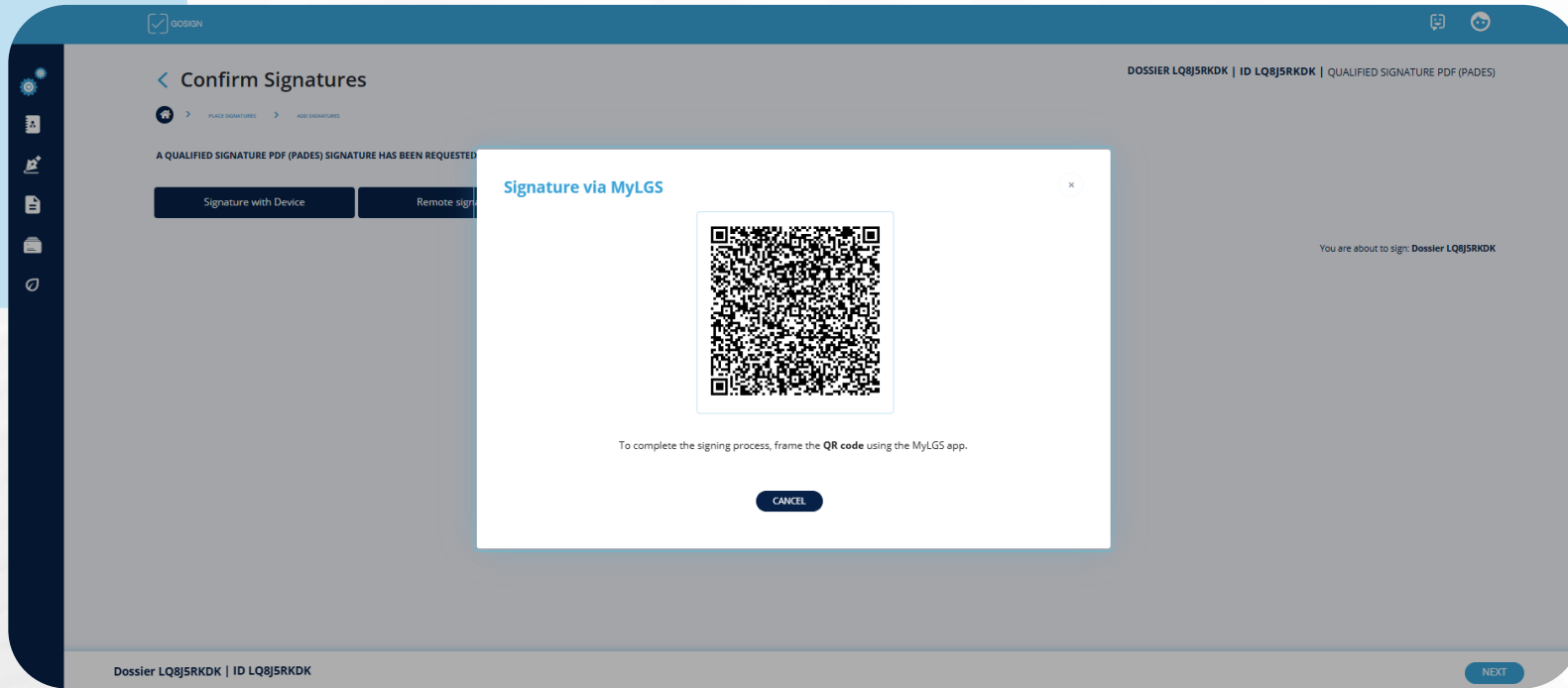


Apply one or more signatures as you require and edit the settings in the left-hand menu to suit your needs. Once you have finished, click on **NEXT**.

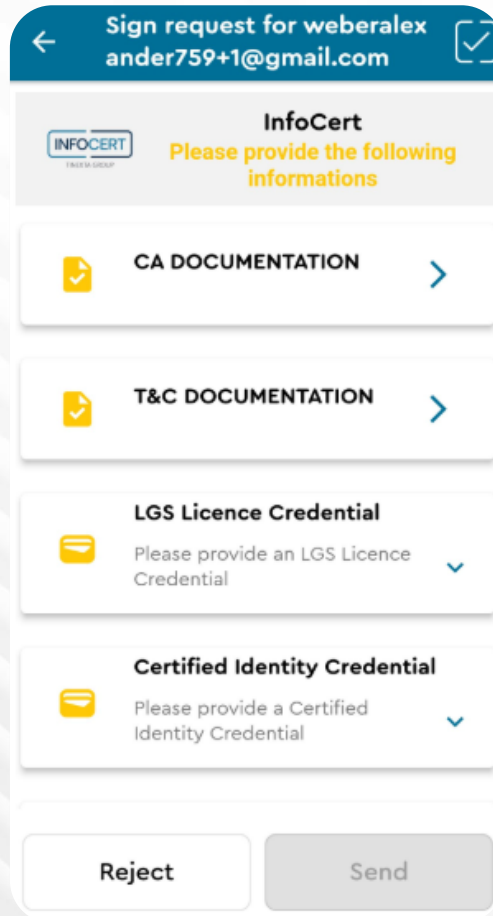
Select **SIGNING WITH MYLGS** and click on **NEXT**.



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



Accept all the documentation

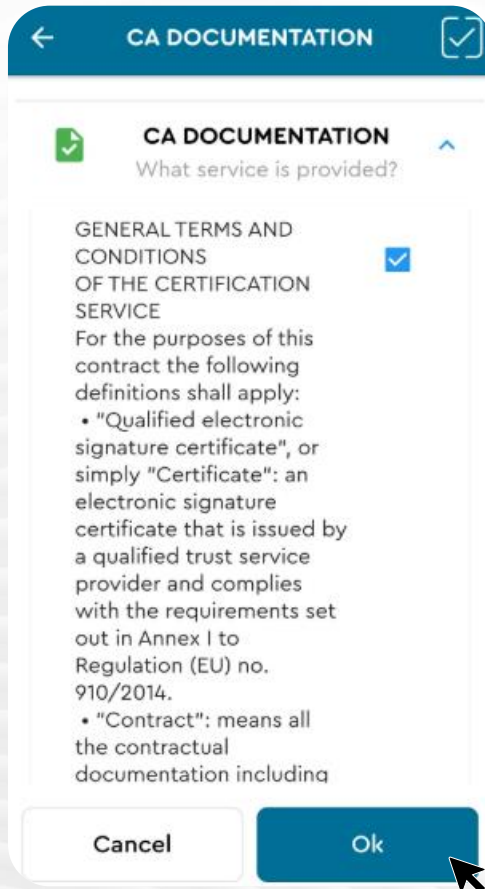


Sign request for weberalex
ander759+1@gmail.com

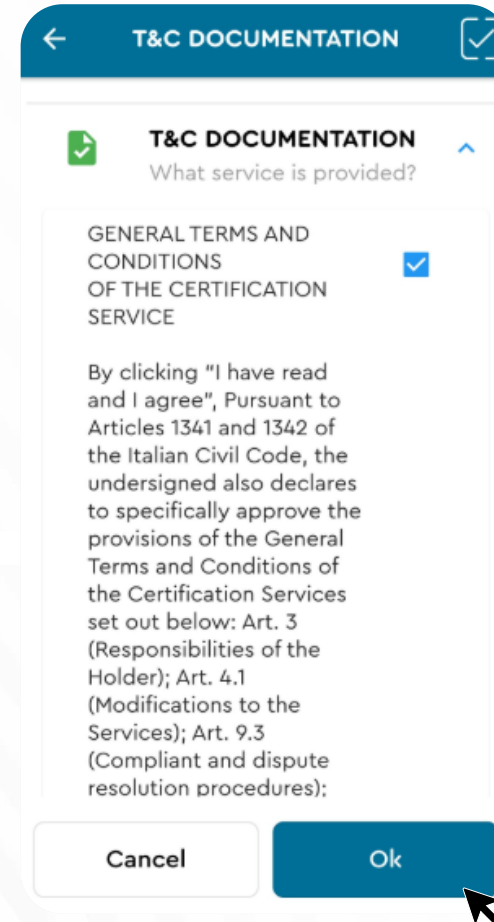
InfoCert
Please provide the following informations

- CA DOCUMENTATION
- T&C DOCUMENTATION
- LGS Licence Credential
Please provide an LGS Licence Credential
- Certified Identity Credential
Please provide a Certified Identity Credential

Reject Send



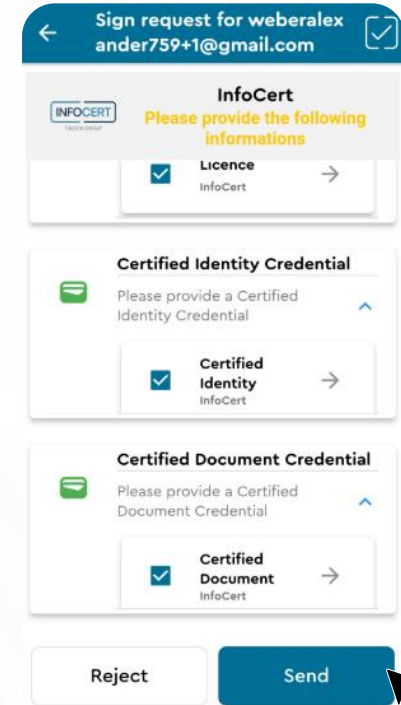
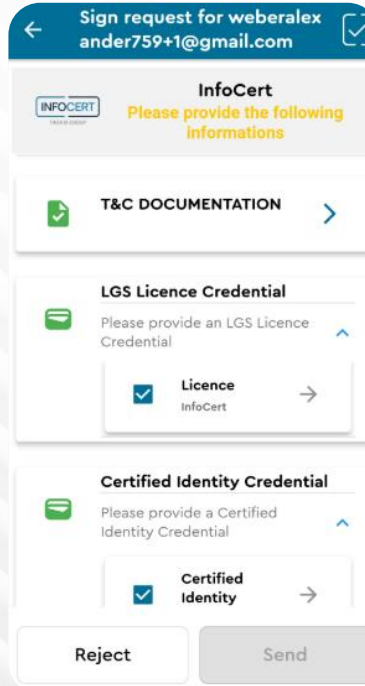
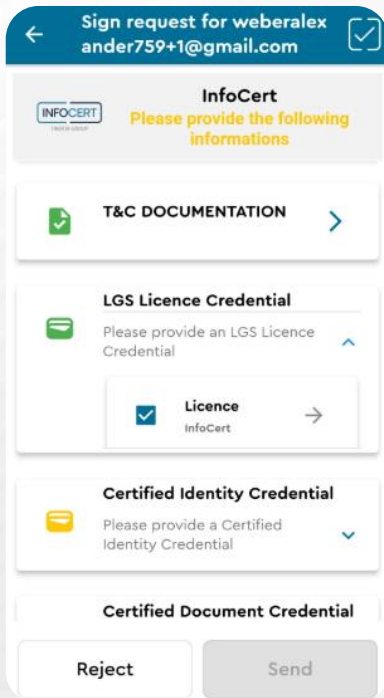
Accept the **CA documentation** and
click on **OK**



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

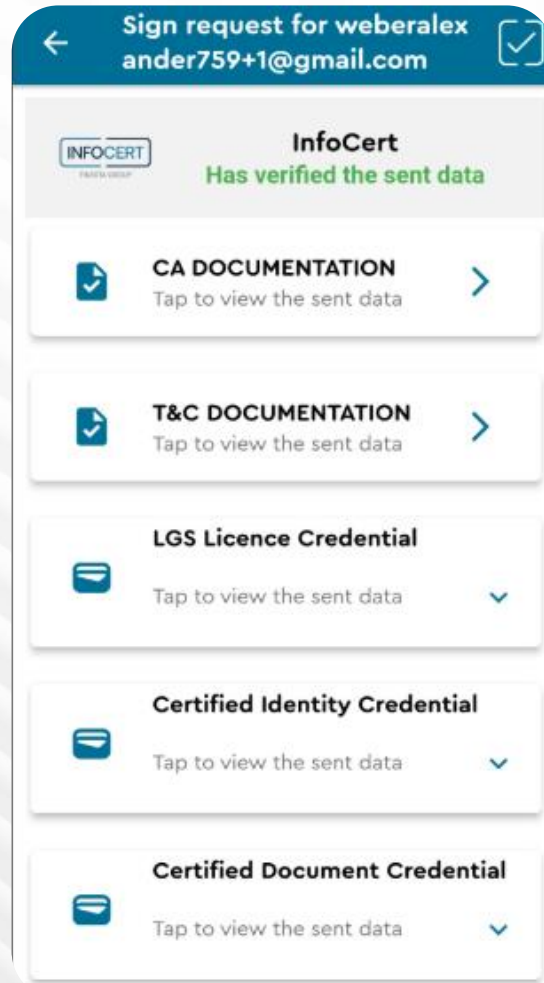
Select the **LGS License Credential**, the **Certified Identity Credential** and the **Certified Document Credential**.

Then click on **SEND**

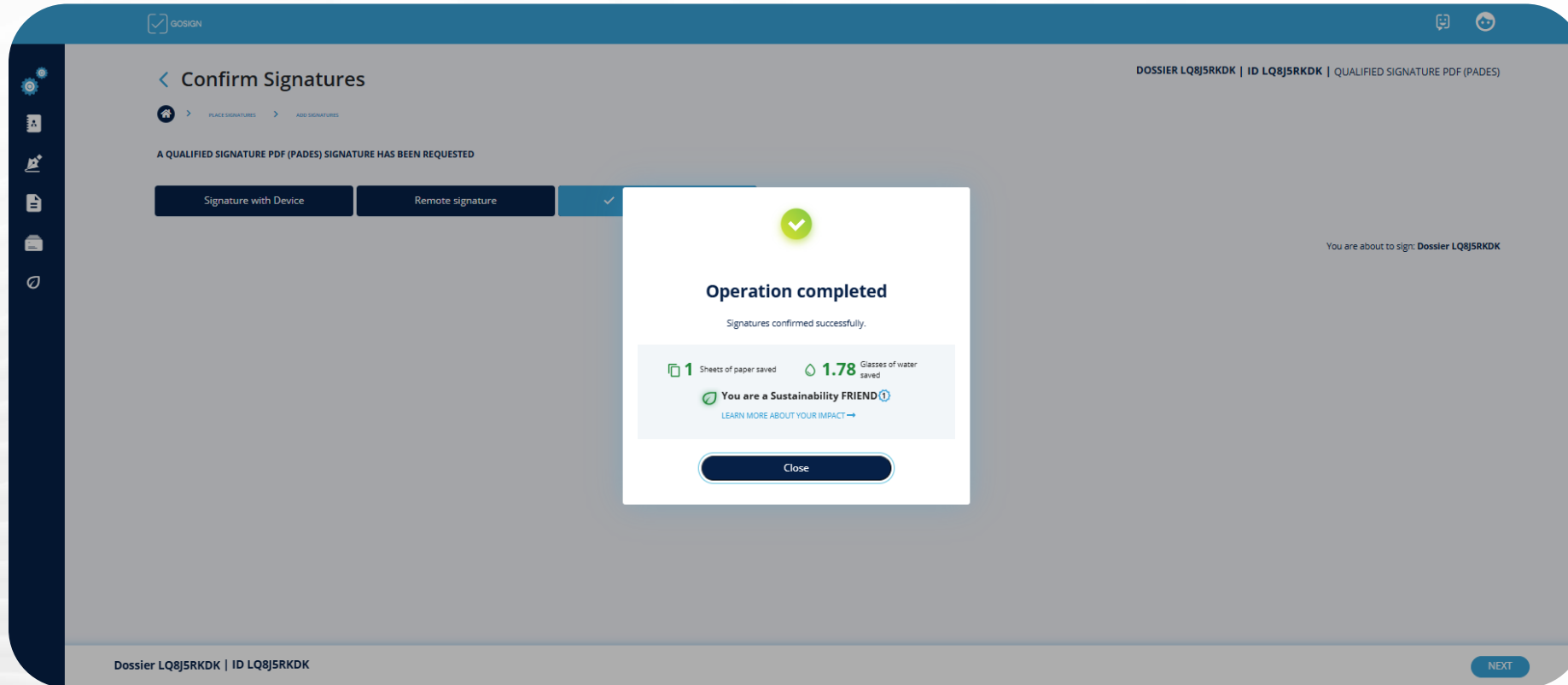


Confirm the operation through **biometric verification**

Wait until all data entered have been **correctly verified by InfoCert**



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!