

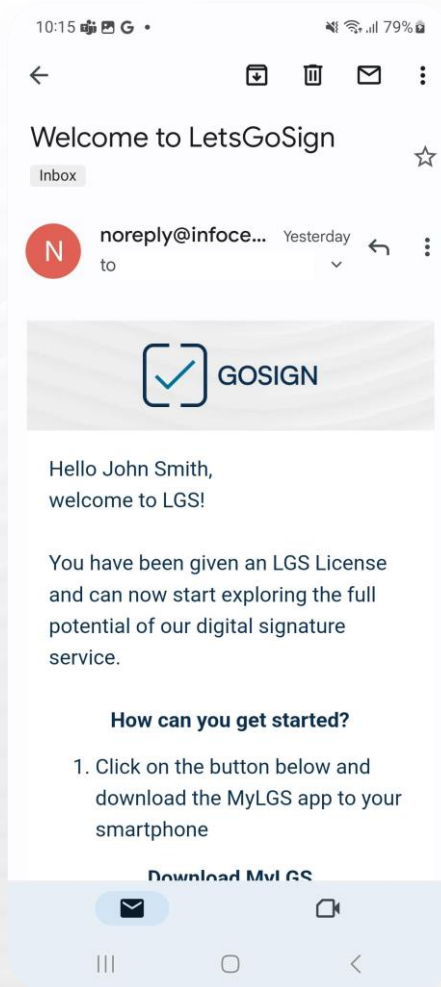


TINEXTA GROUP

# WELCOME TO LET'S GOSIGN!

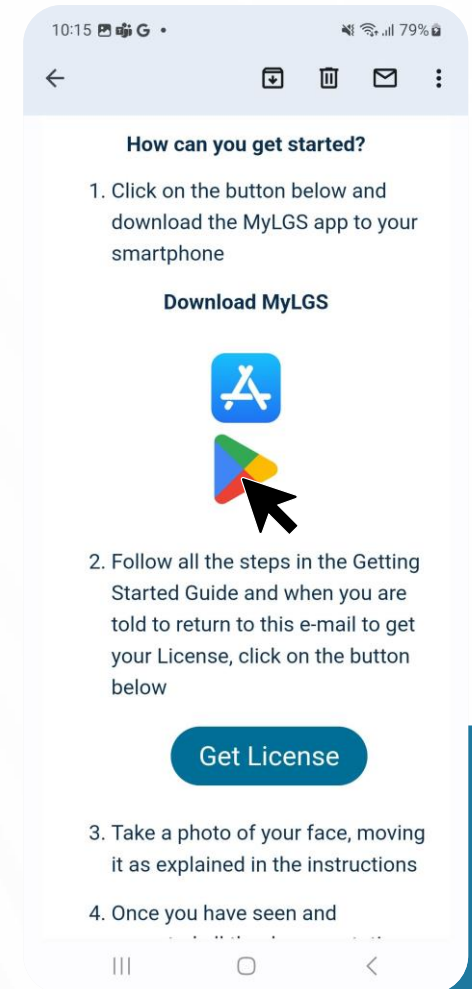
If you have been assigned an LGS Licence, follow the steps below to activate your Certified Identity and sign on GoSign. Keep in mind that you need a valid e-passport and a smartphone with biometric authentication to use the LGS Service.





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**.

GOSIGN

## Welcome to MyLGS

The App to sign on GoSign

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

**SKIP**

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GOSIGN

### 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**

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GOSIGN

### 2. Get License

Go to the App Inbox and view your License

**License Activation**

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GOSIGN

### 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**

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GOSIGN

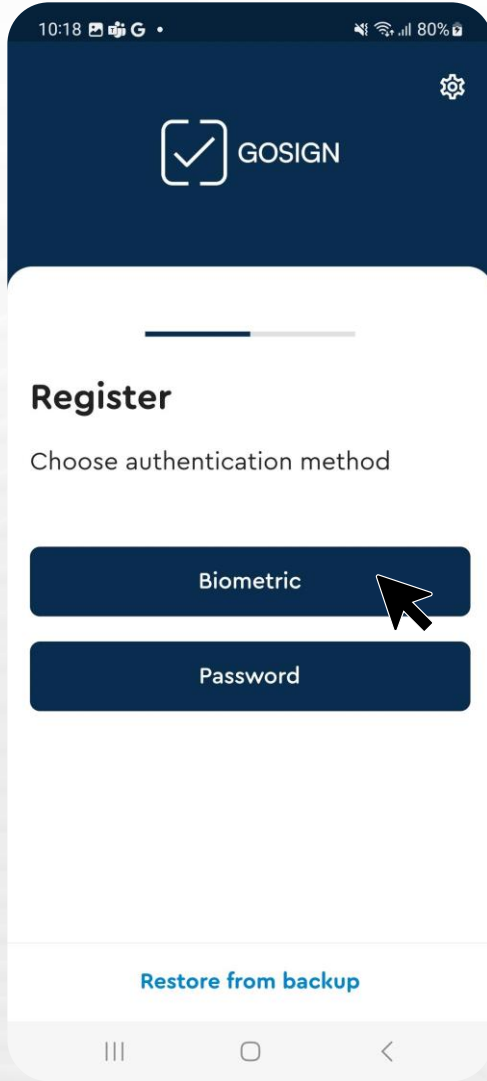
### 4. Log in Sign in GoSign

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**

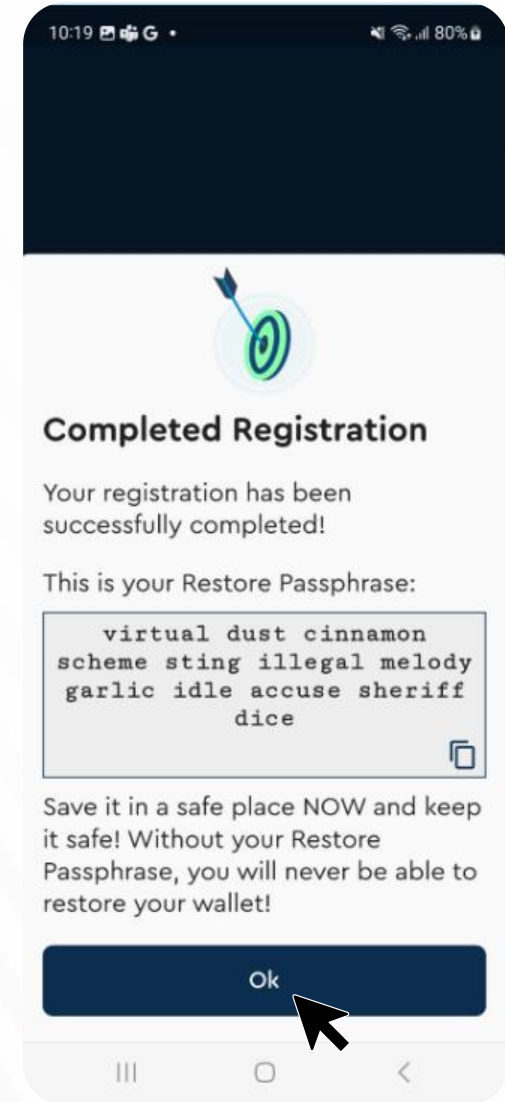
Start

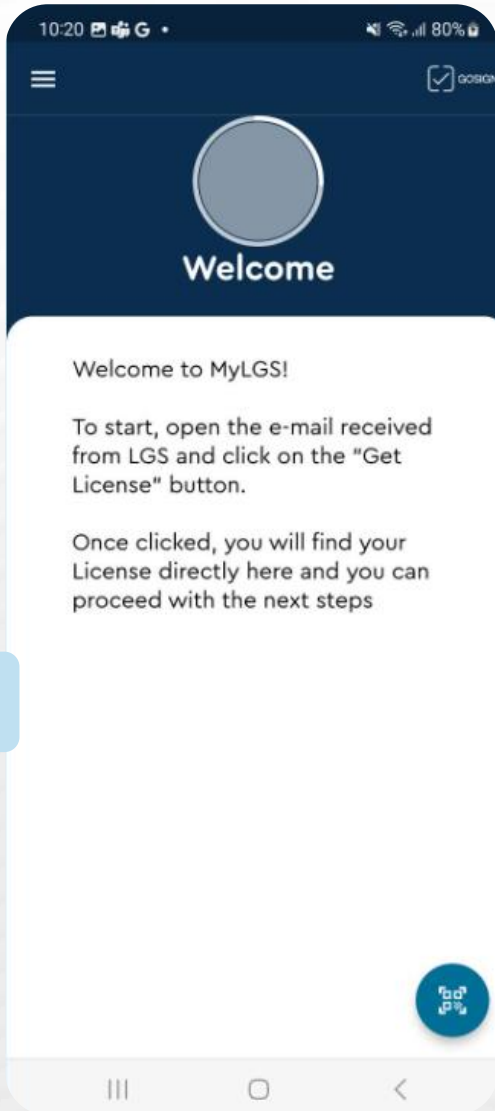
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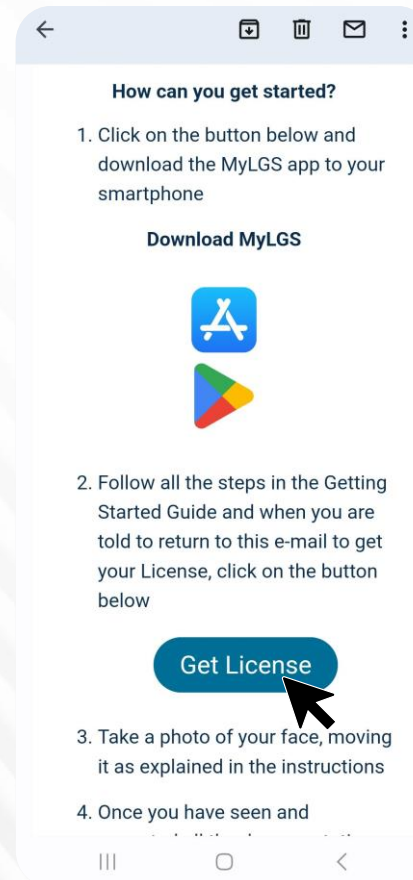
Click on **START**, choose your authentication method for logging in to the app (biometrics or password) and agree to receiving notifications from MyLGS.

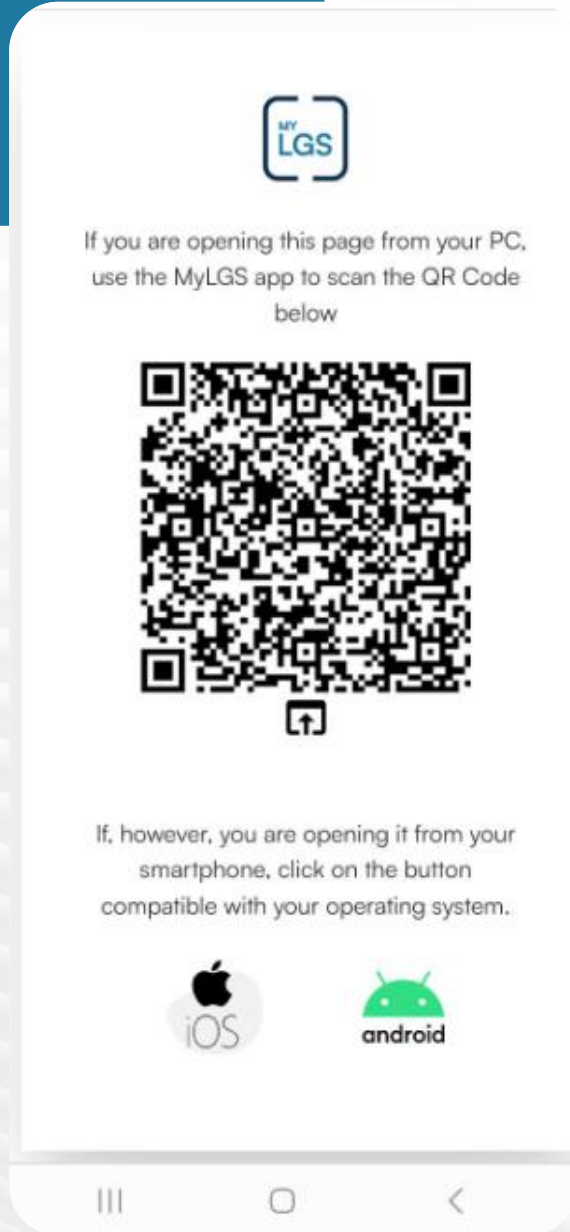
Remember to save and keep your **RESTORE PASSPHRASE**: you may need it later.





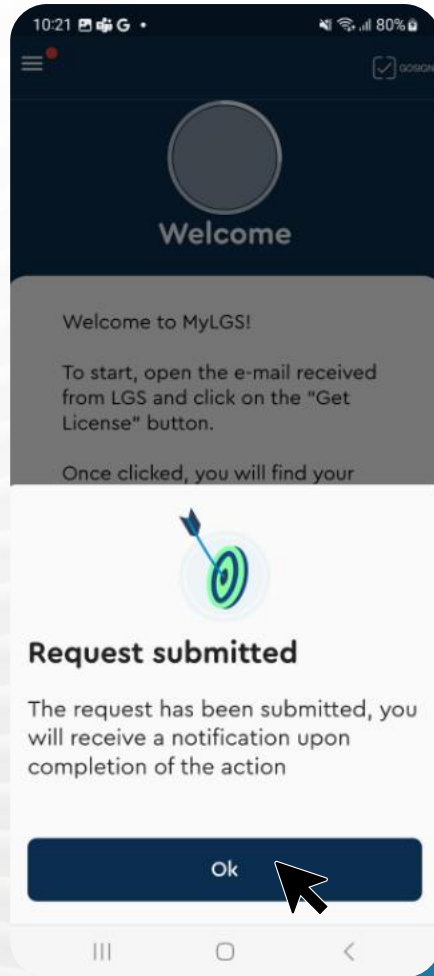
When the welcome message appears on the Home page of the app, consult the e-mail we sent you and carry out the second step by clicking on the **GET LICENCE** button.



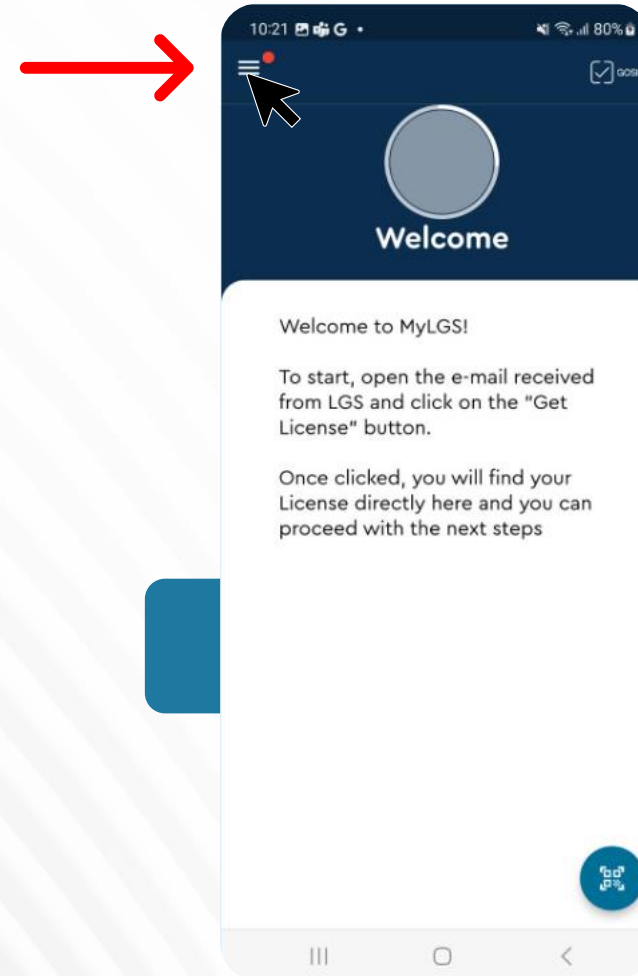


You will be taken to a page with **two options**:

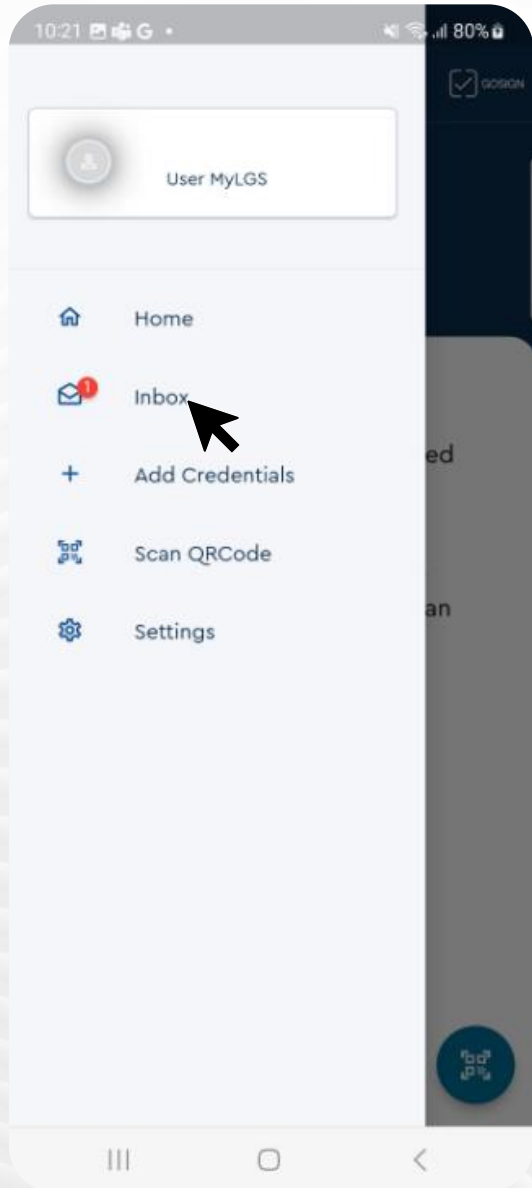
- if you have opened the e-mail on your PC, open MyLGS and click on the QRCode icon on the bottom right. Select SCAN QRCode and scan the QRCode on the page.
- if, on the other hand, you have opened the e-mail on your smartphone, click on one of the two icons shown on the page (iOS or Android) depending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

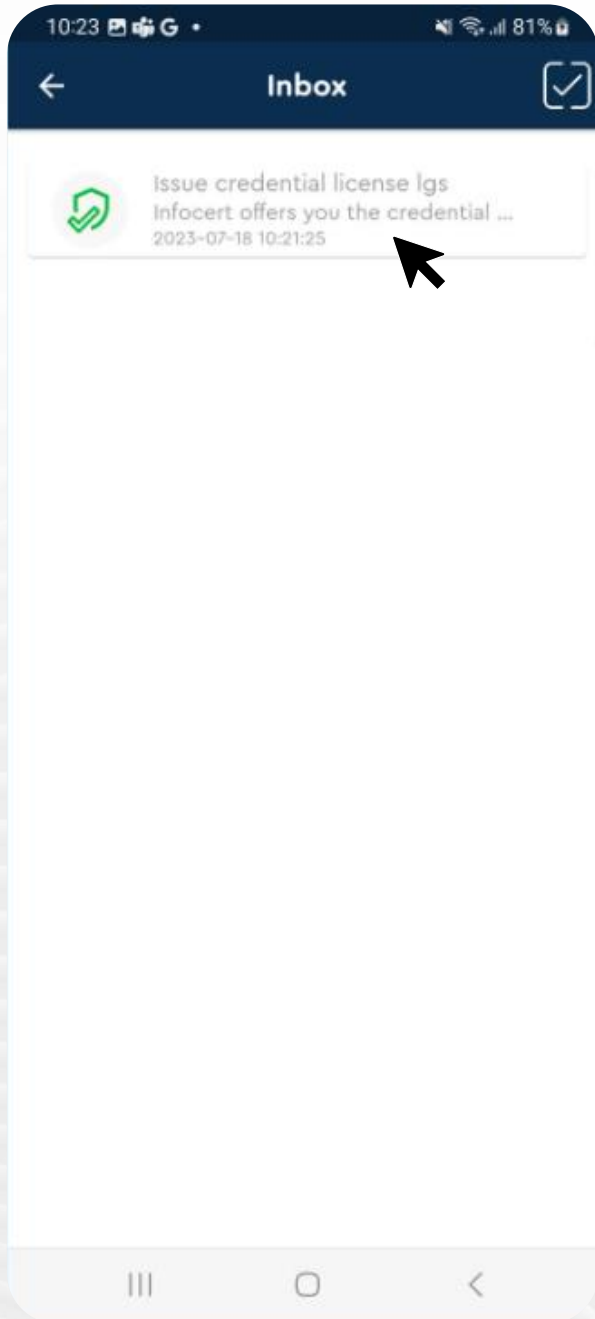
10:22 81%  
Please wait...



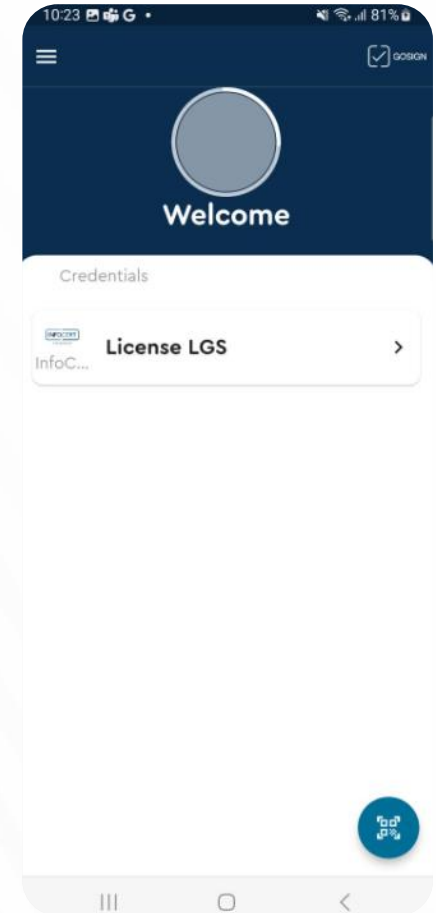
**Download Credential**

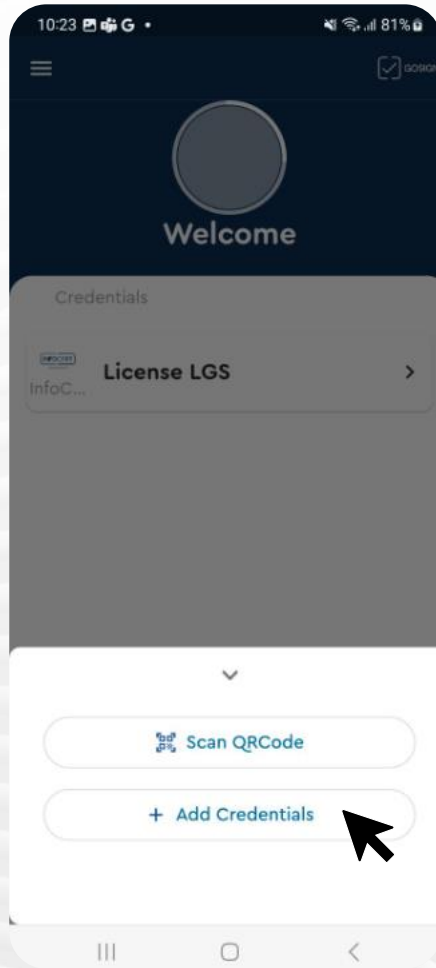
The Credential has been saved in  
MyLGS

Ok

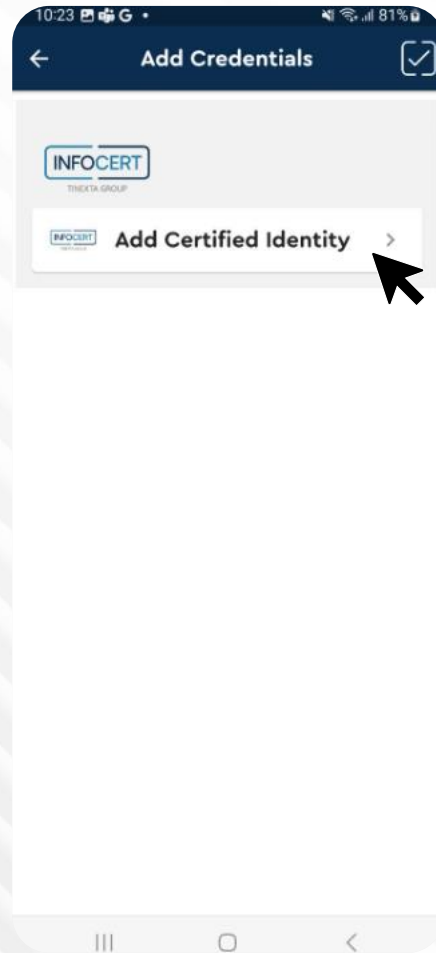


Once your credential has been downloaded into your **Wallet**, the notification will turn green and you will find your first credential, the LGS CREDENTIAL, on the MyLGS Home page.

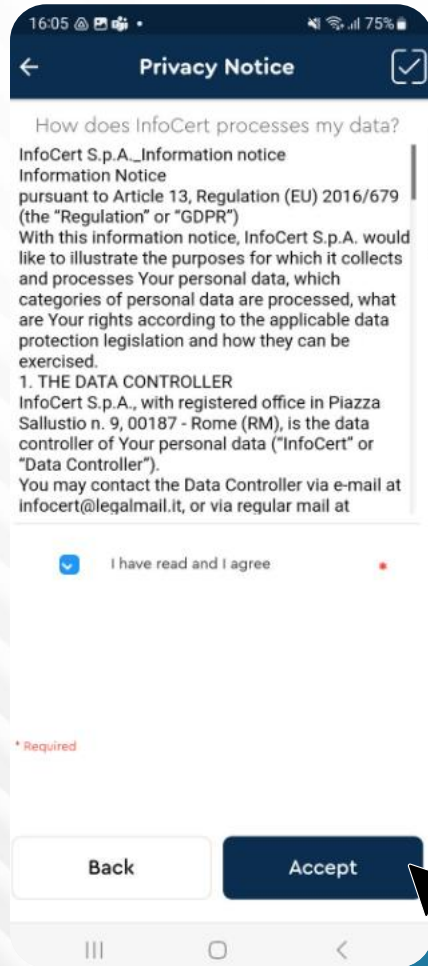
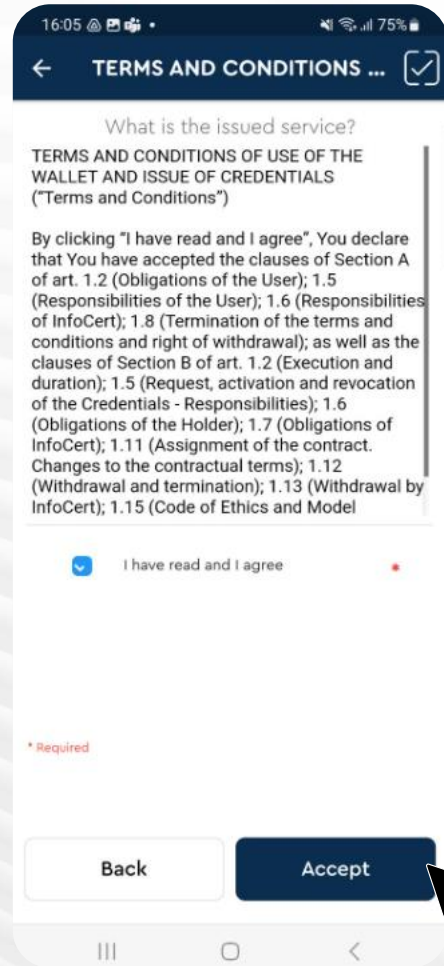
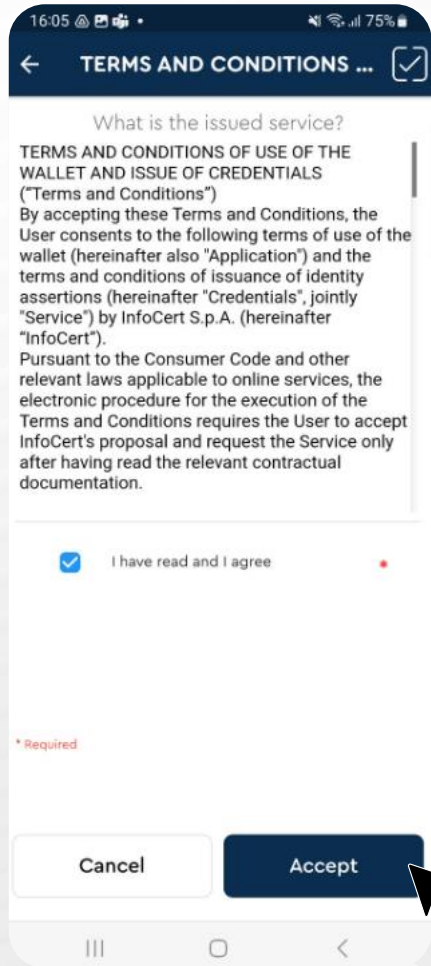




To proceed with the next credentials linked to the identification process, go to the **MENU** or click on the bottom-right icon with the QRCode and select **ADD CREDENTIALS**.



Click on **ADD CERTIFIED IDENTITY**



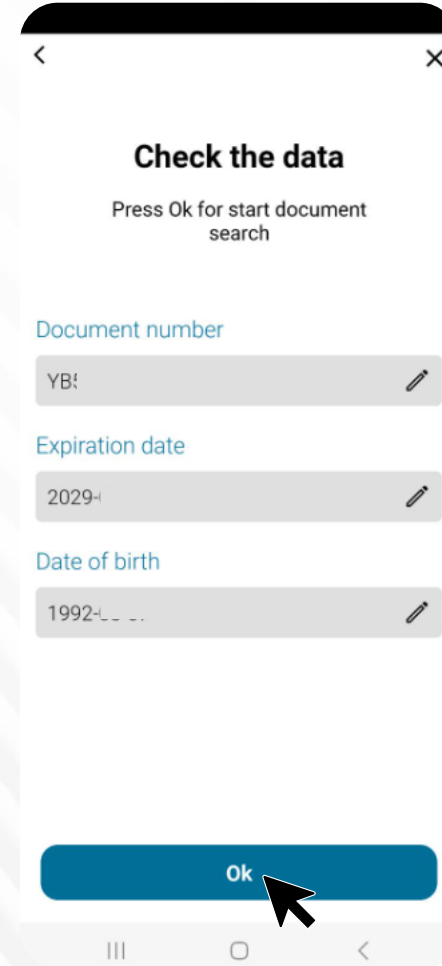
- View and accept the **T&C** documentation
- View and accept the **Wallet** documentation
- View and accept the **Privacy Notice**



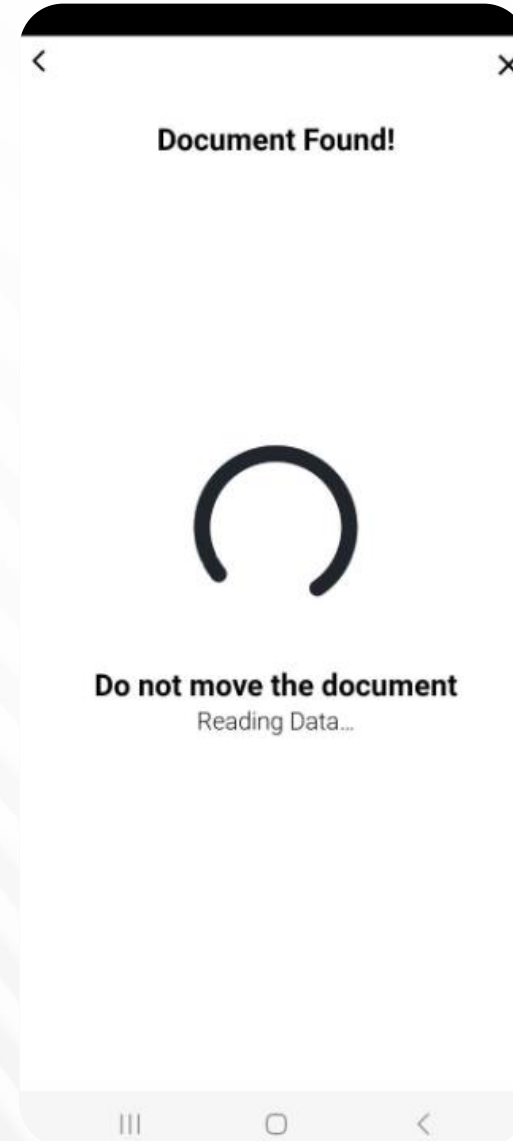
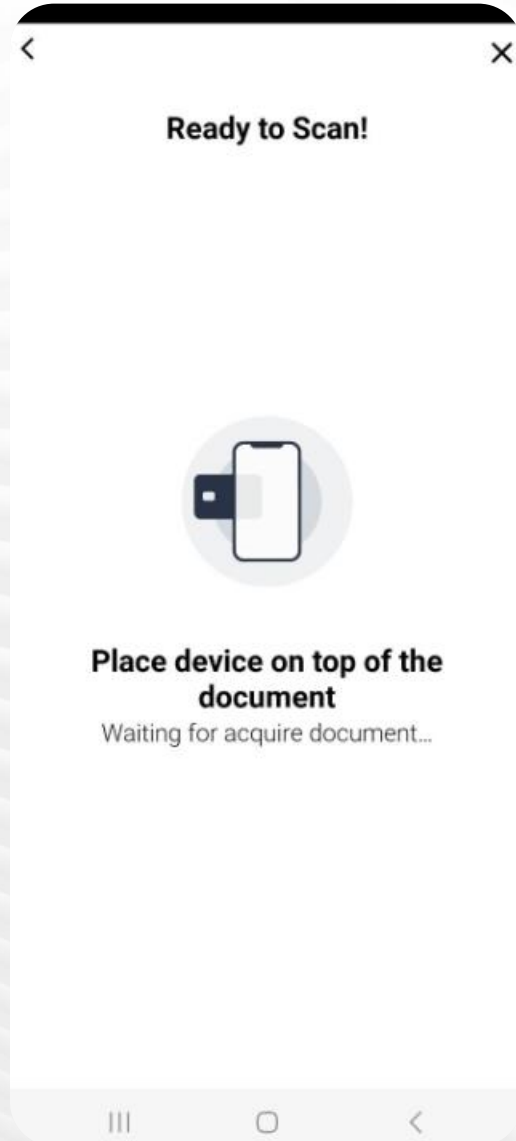
Take a legible photo of your document



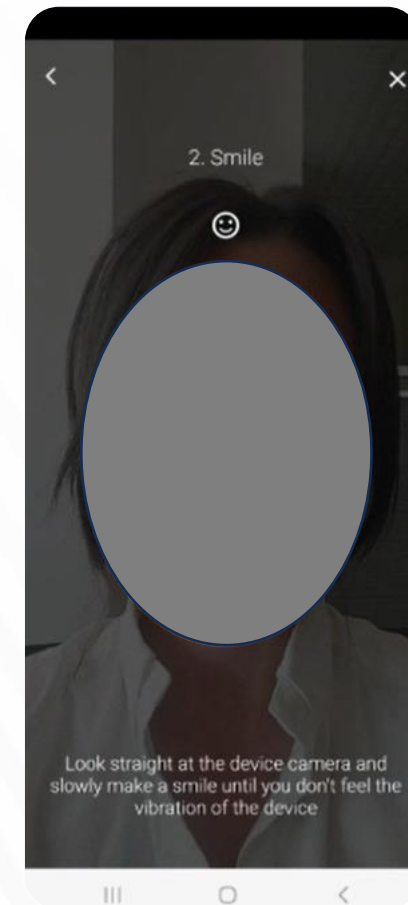
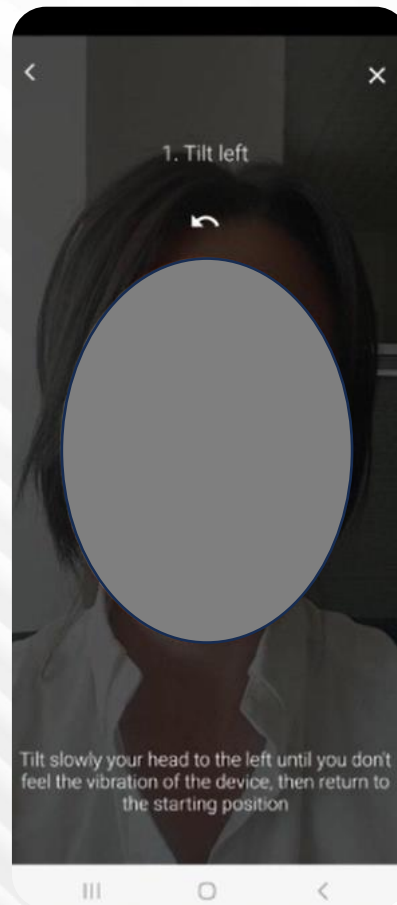
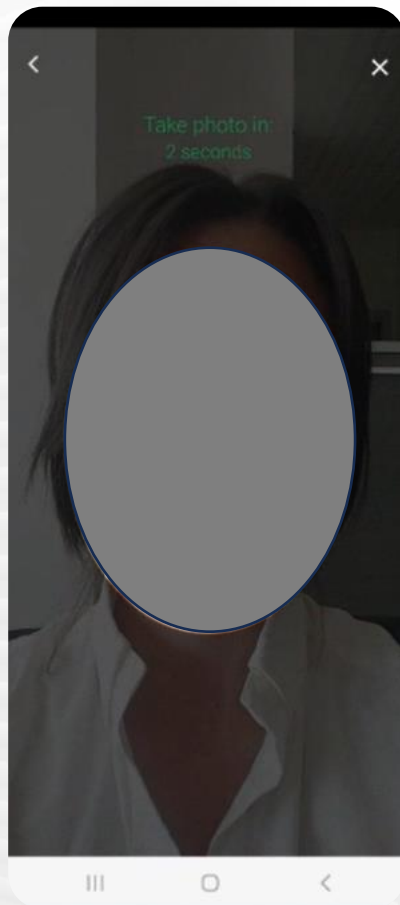
Ensure that all the data it contains are correct, then click on **OK**



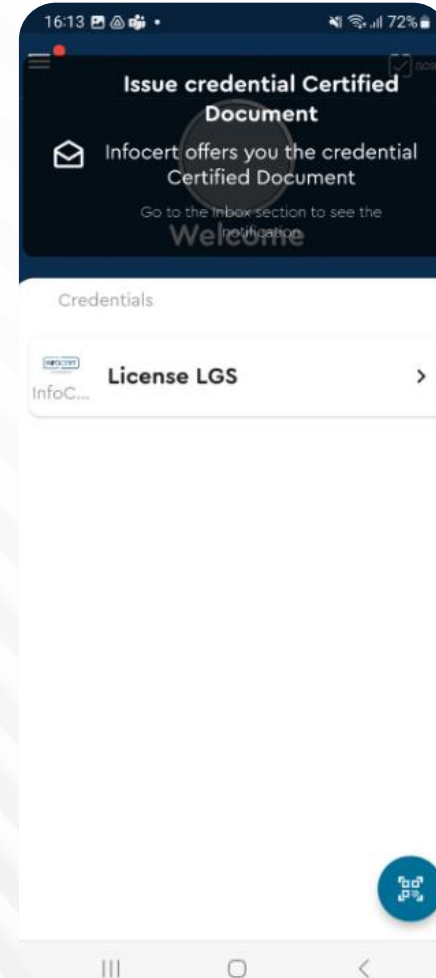
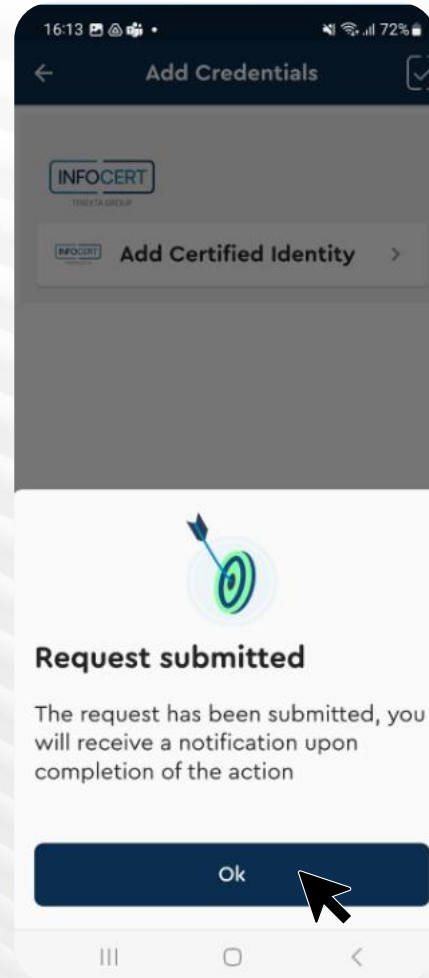
Place your smartphone on the electronic document until it is detected by the App and wait until it has finished scanning it



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**.

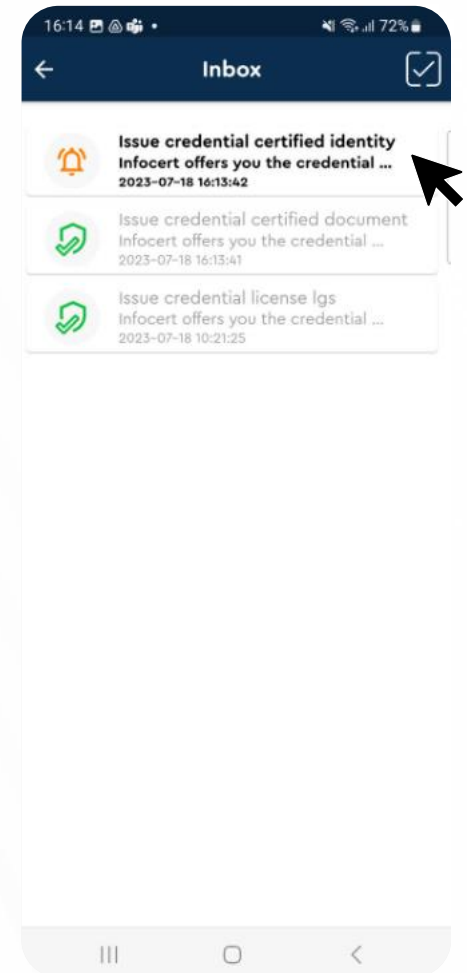
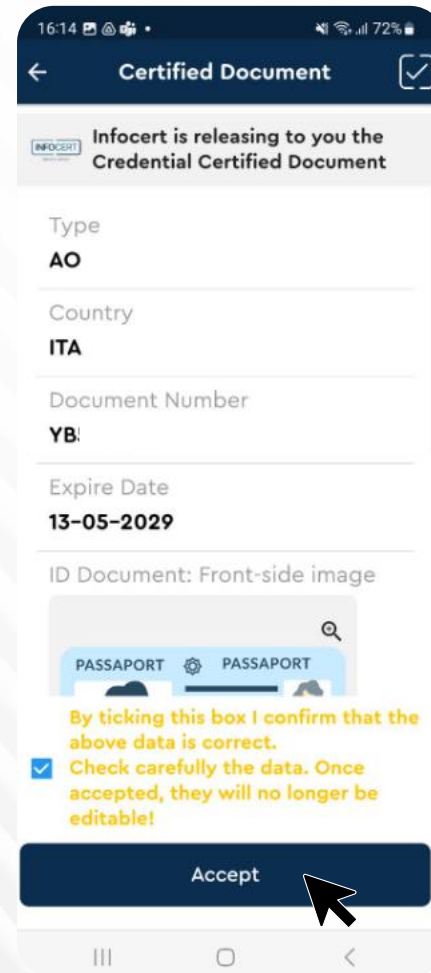
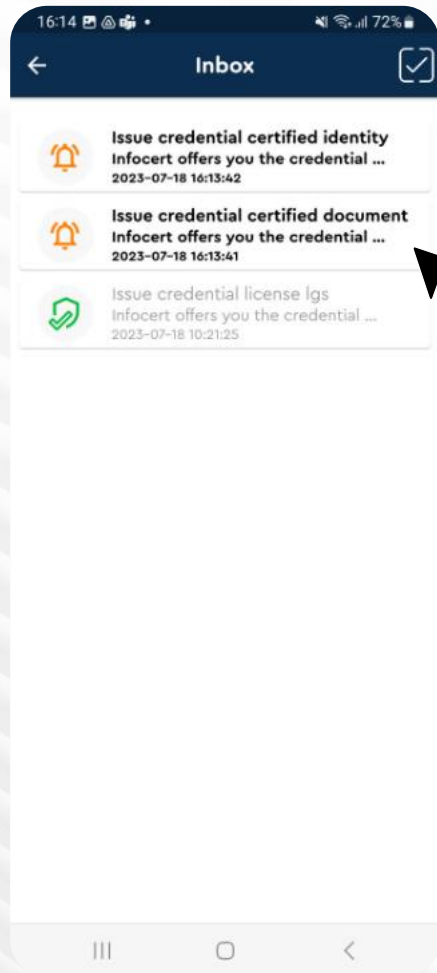
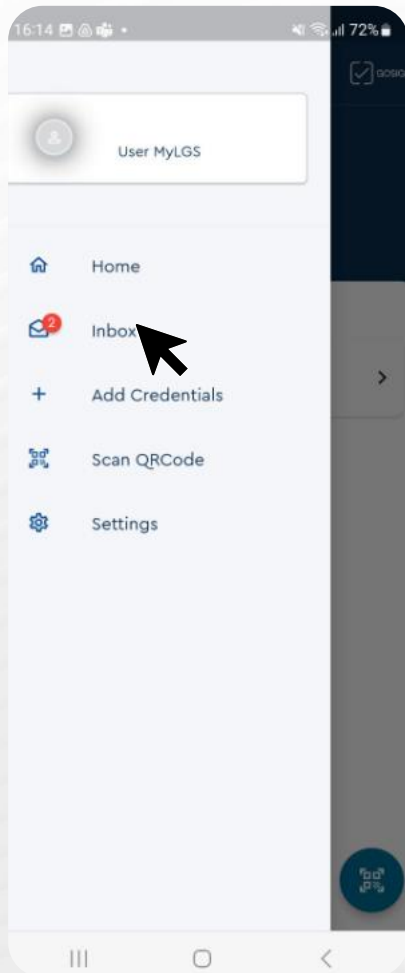


When you see the green notification, click on **SEND**:  
from this moment on, InfoCert will verify your information and identity.

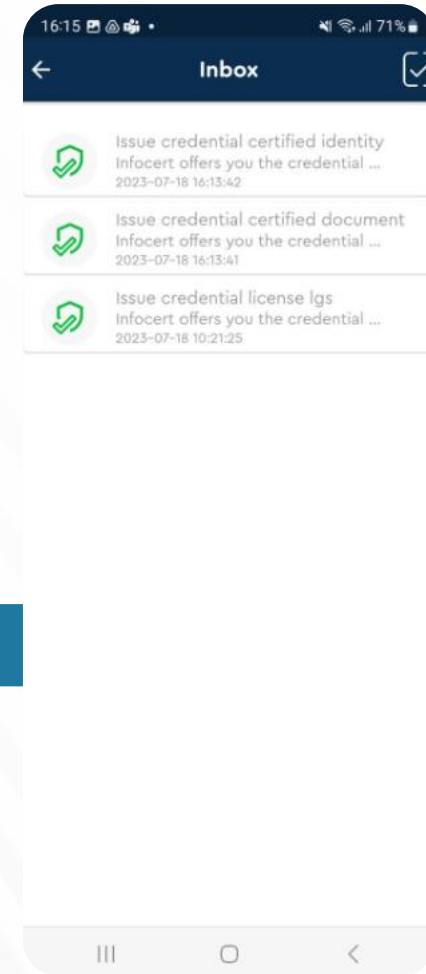
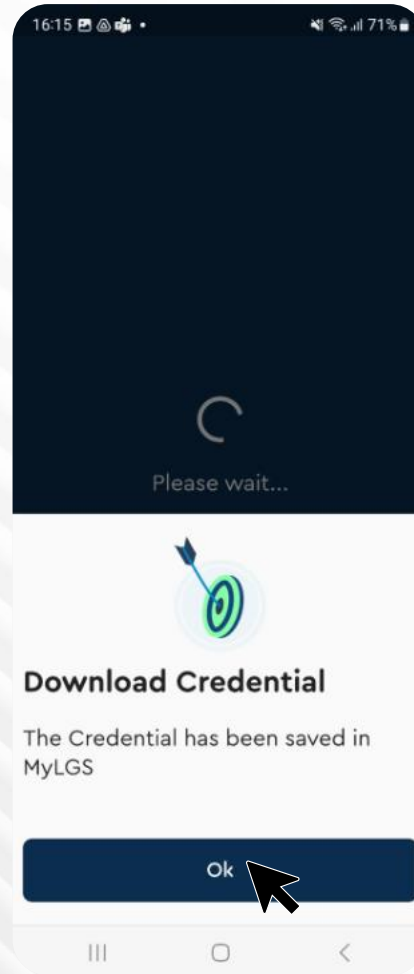
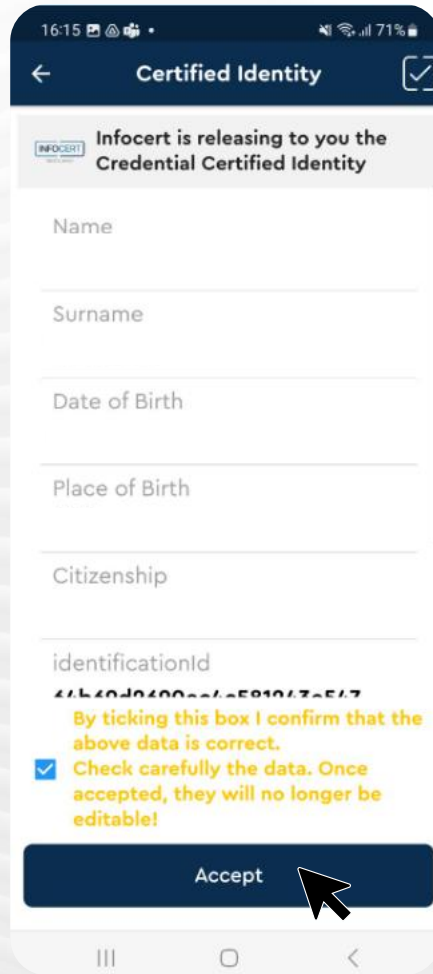




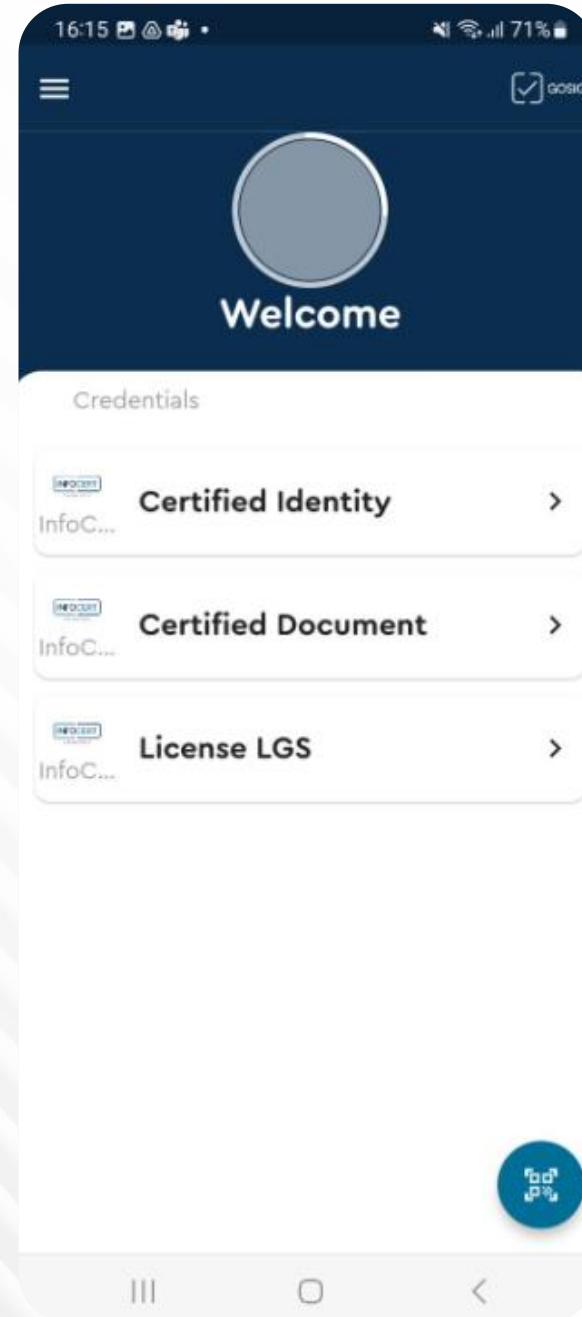
Go back to your Inbox and accept the **CERTIFIED IDENTITY** and **CERTIFIED DOCUMENT** notifications.



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

CREATE, SHARE AND...

**LET'S GOSIGN!**