



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.

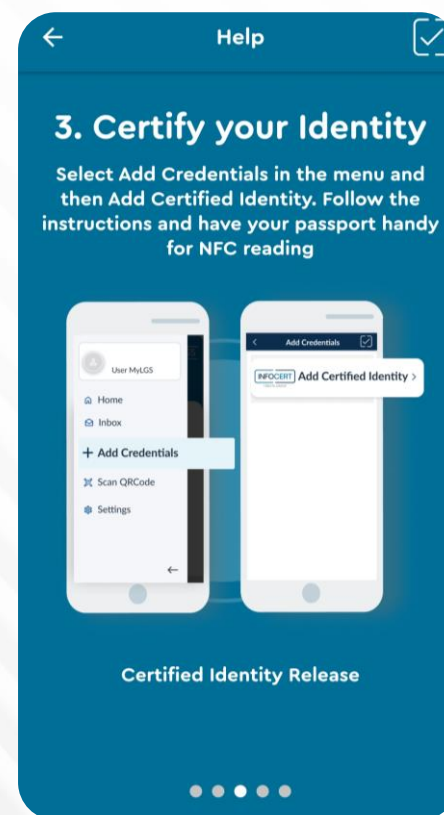
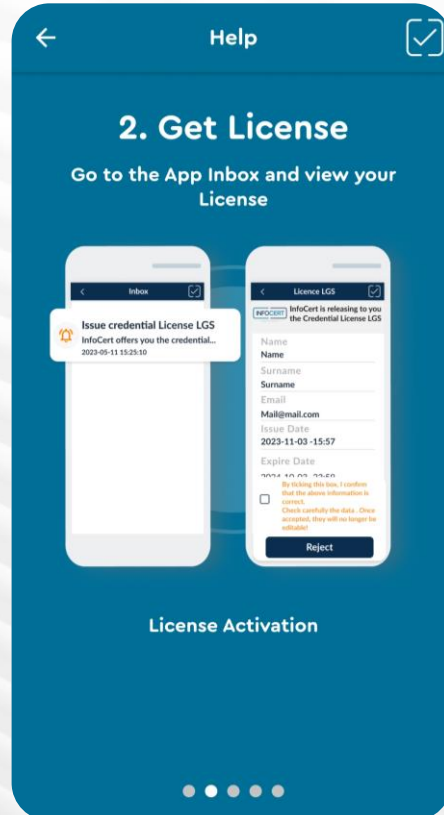
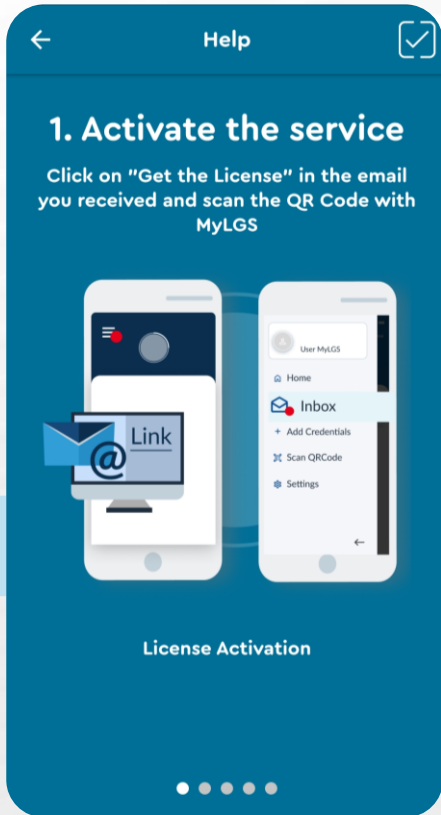


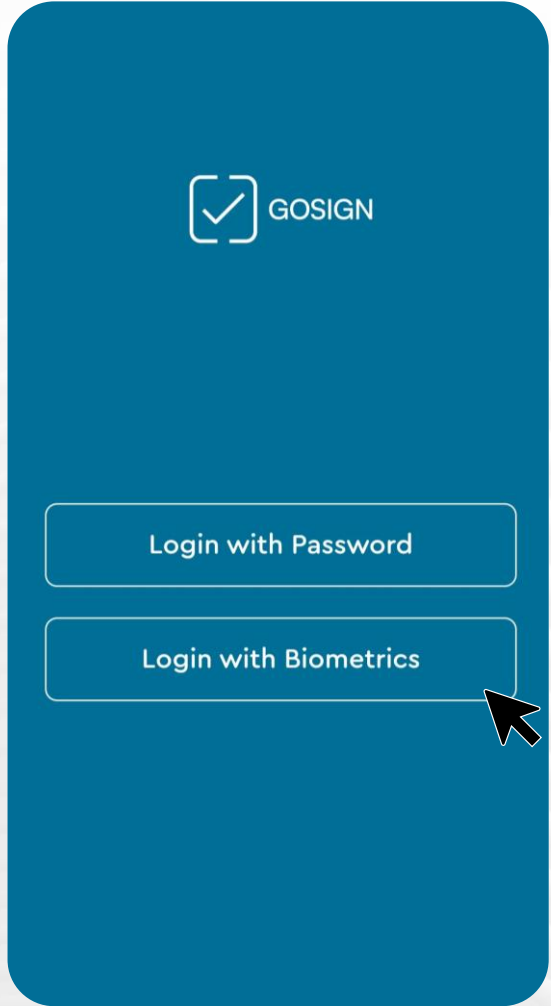
2. Get Your LGS Licence

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

Get your LGS Licence

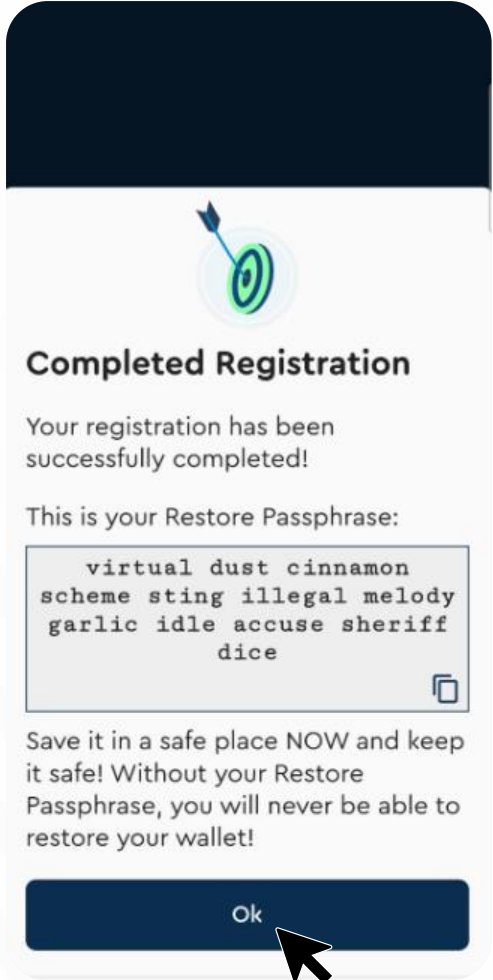
After downloading it, open the app and scroll through the brief introductory **Carousel**.

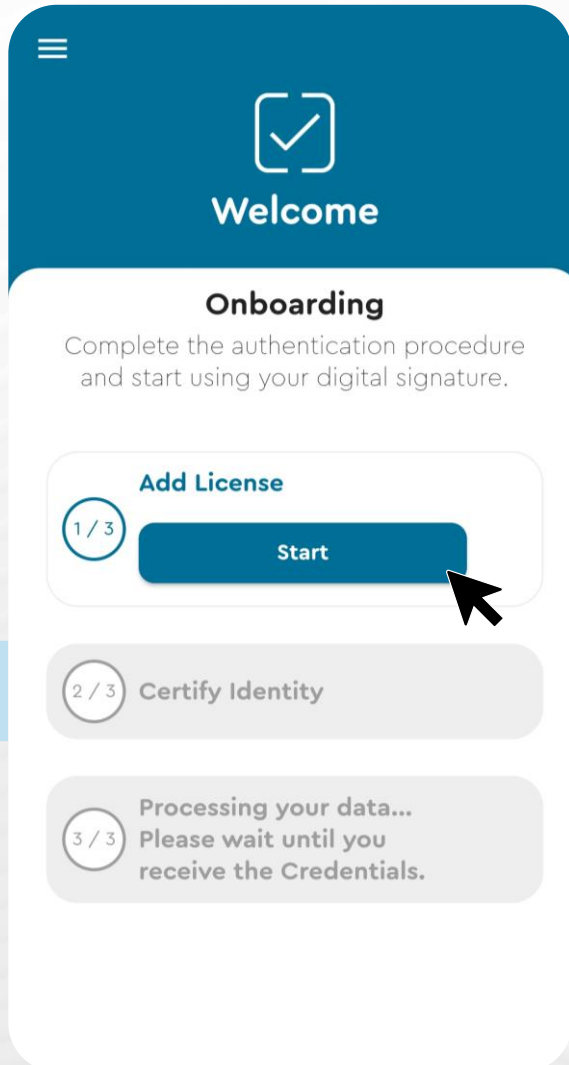




Click on **START**, choose your authentication method for logging in to the app (biometrics or password) and agree to receiving notifications from MyLGS.

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

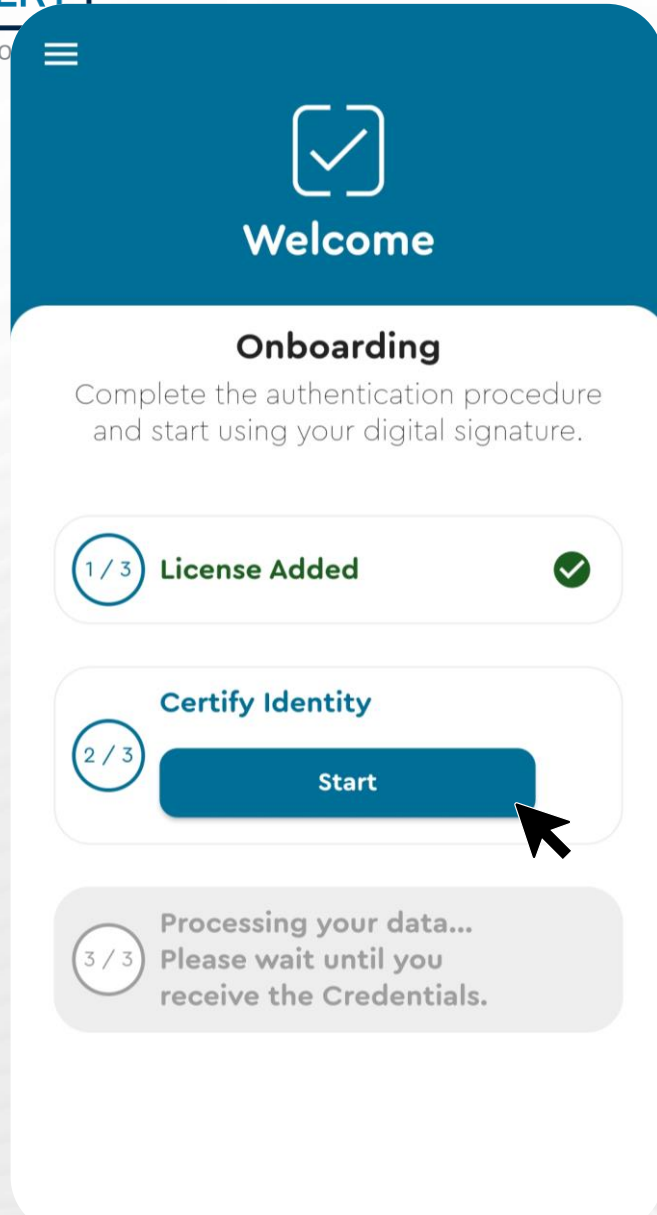
Click on the button to scan qrcode and get the licence.

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

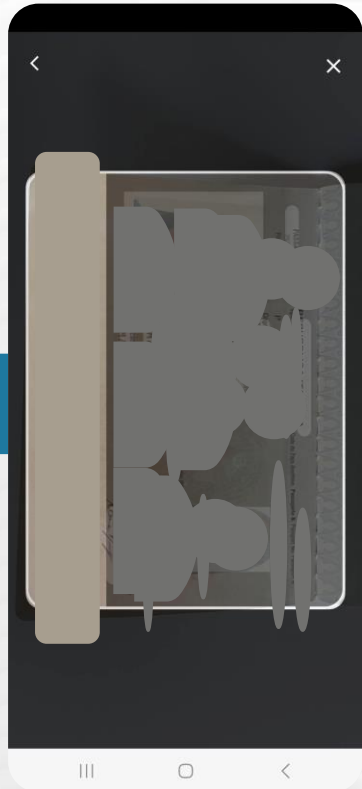
I have read and I agree *

* Required

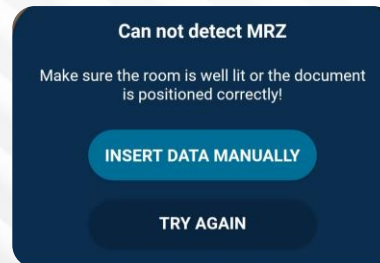
Back Accept

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

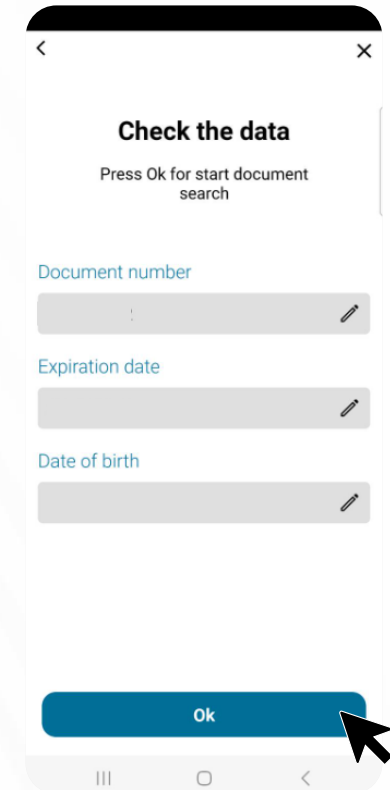
Take a legible photo of your document



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!



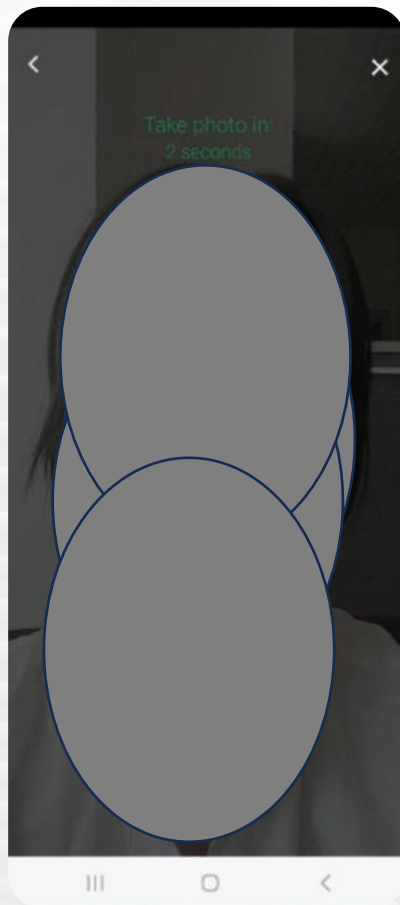
Place device on top of the document
Waiting for acquire document...

Document Found!

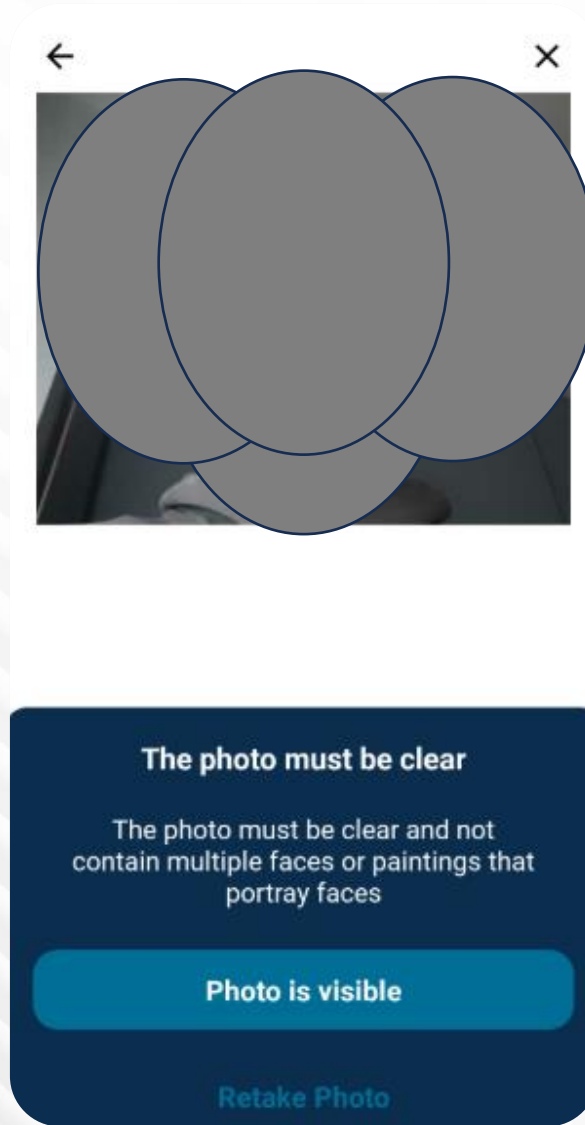


Do not move the document
Reading Data...

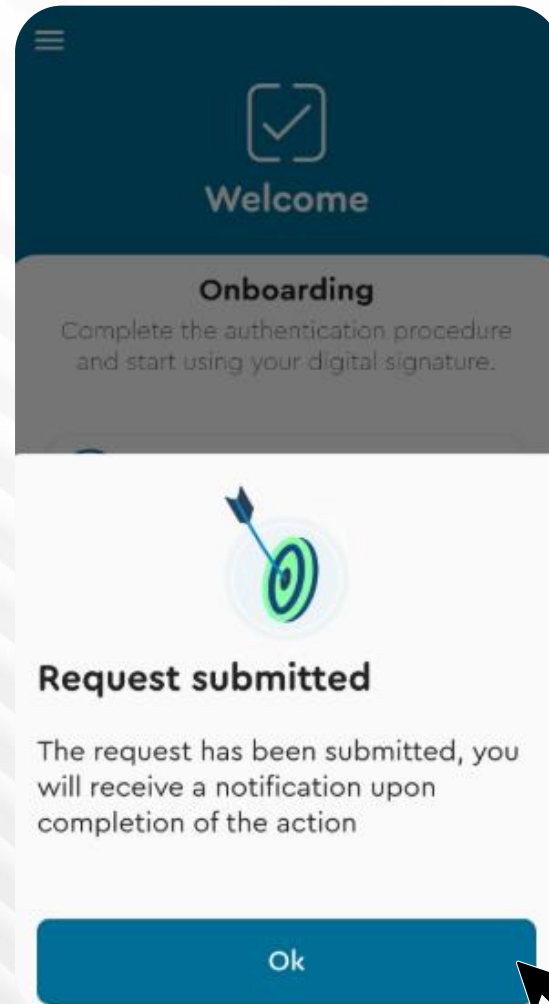
Follow the instructions provided by MyLGS:
you will have to take **3 photos** of your face (one face on, one of the left/right side and one smiling) and confirm that you are satisfied with the photos. If you are not, keep taking photos until you are satisfied with your SELFIES.
Then click on **OK**.



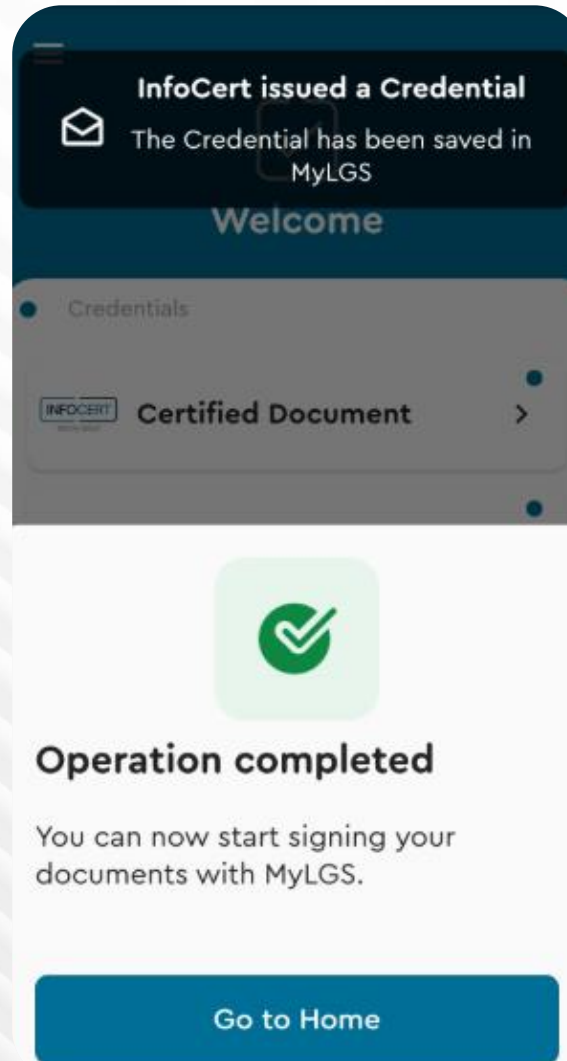
If the photo did not come out well, you can take another one.



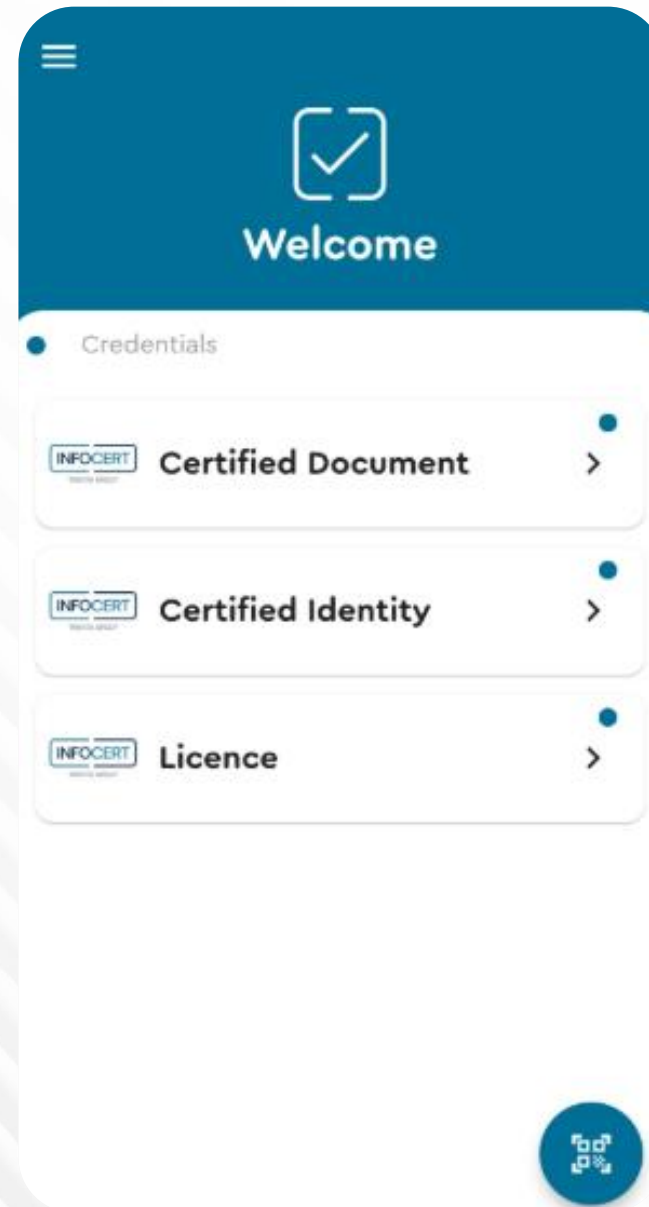
From this moment on, InfoCert will verify your information and identity.



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**.





TINEXTA GROUP

CREATE, SHARE AND...

LET'S GOSIGN!