



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:

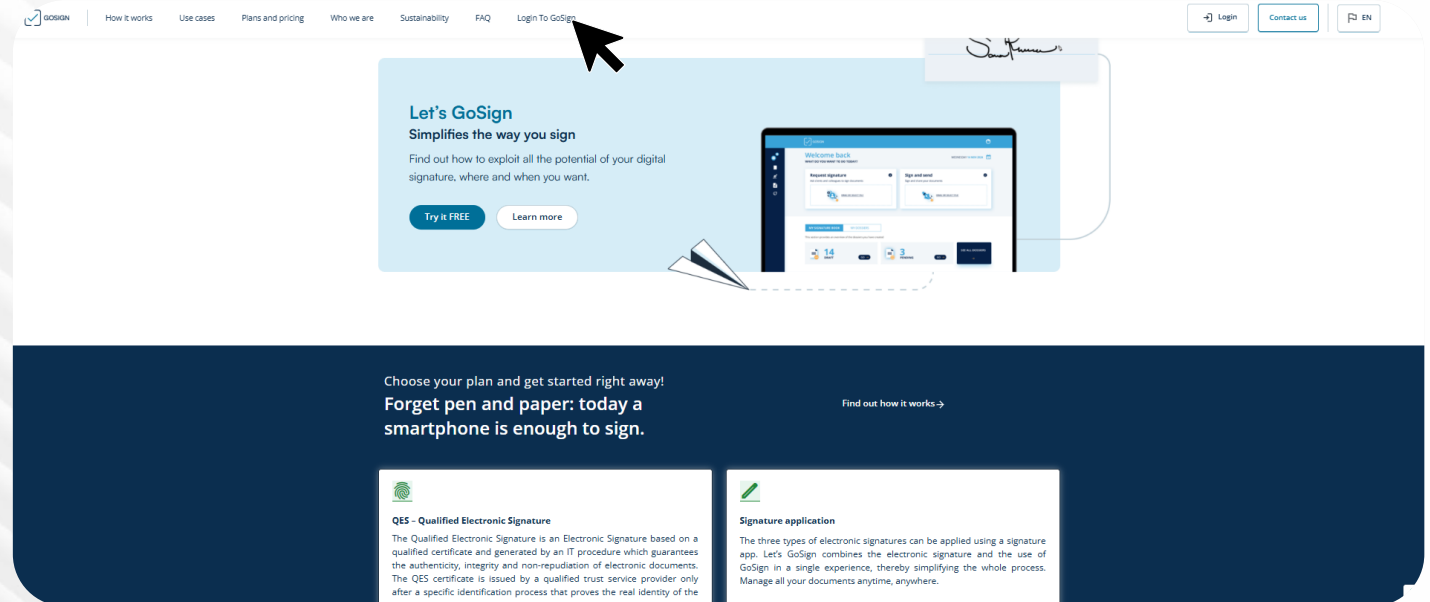
## 4. Use GoSign

- 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](https://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](#)

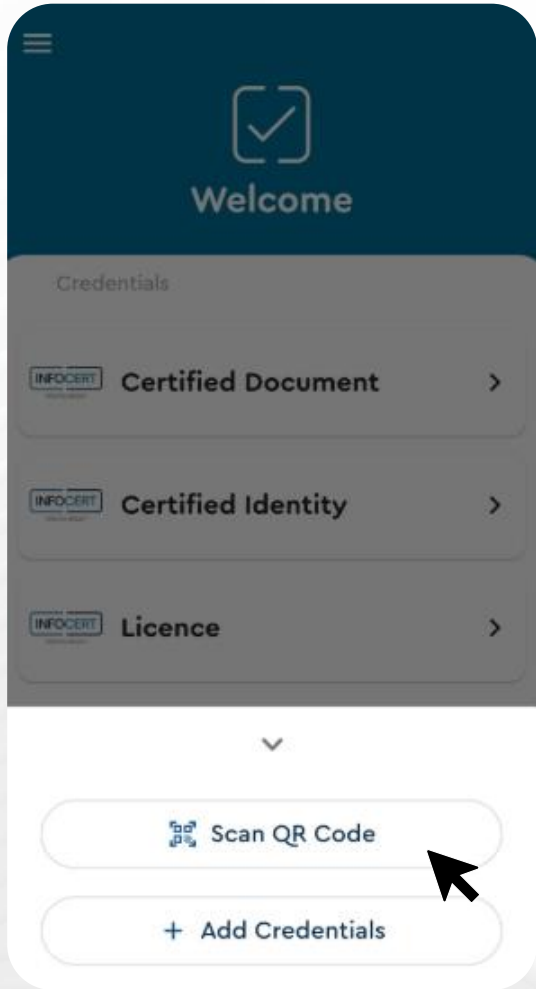


Access **GoSign** from the **MyLGS** app

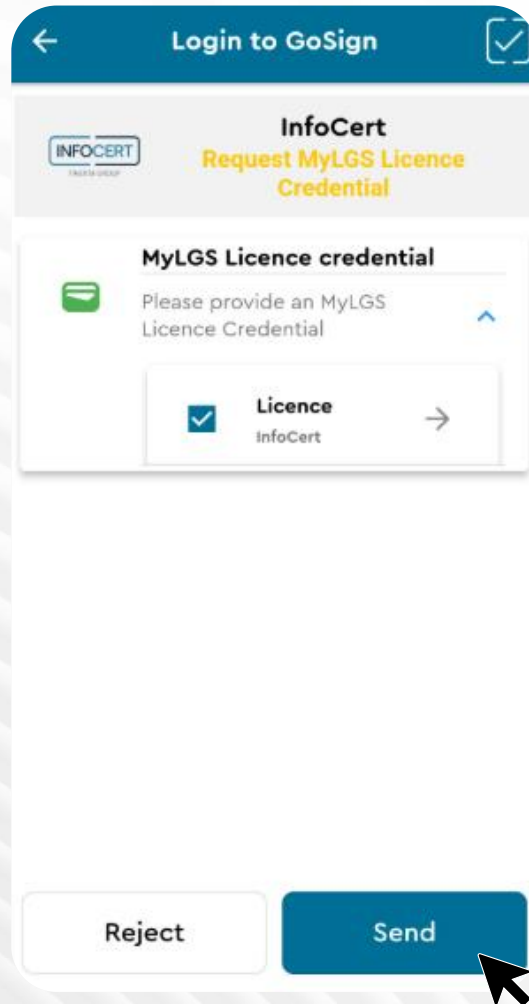
To access, scan the QR Code  
with the MyLGS app



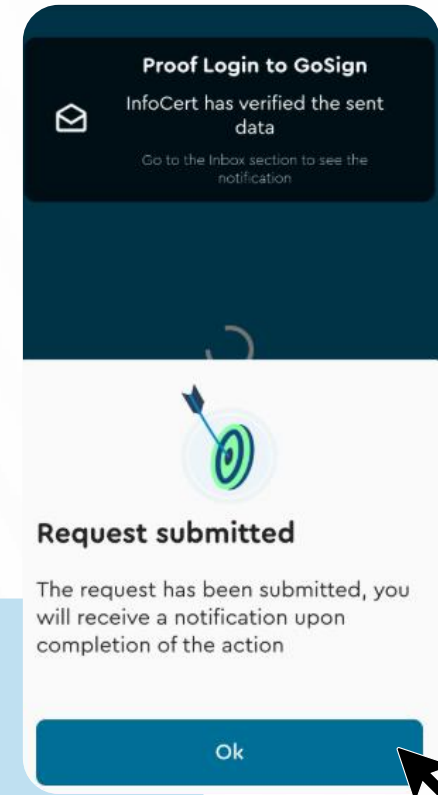
[More information](#)



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

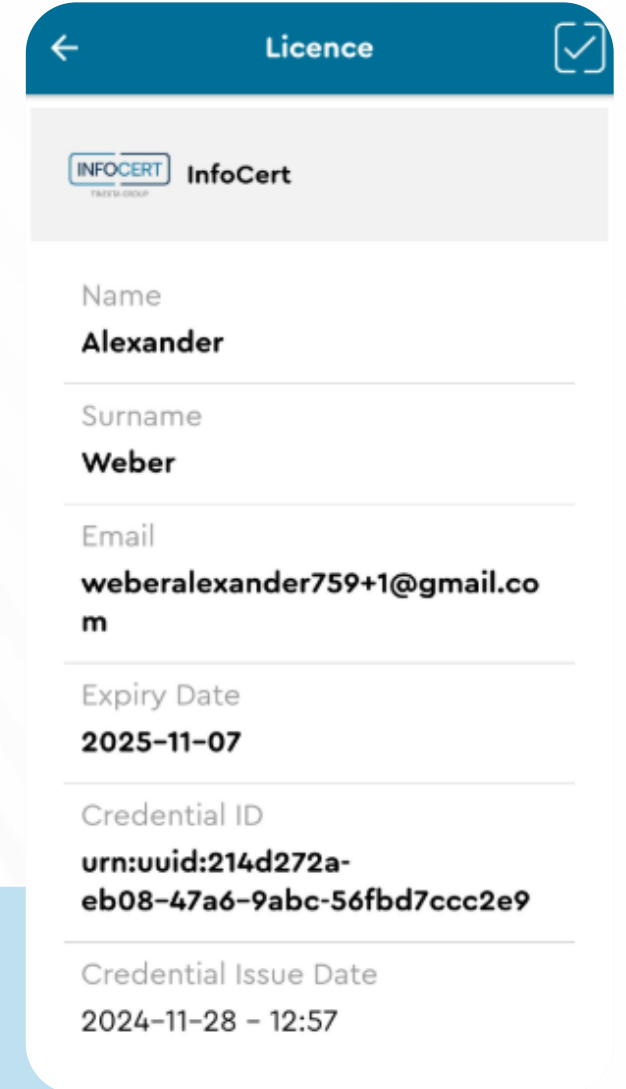
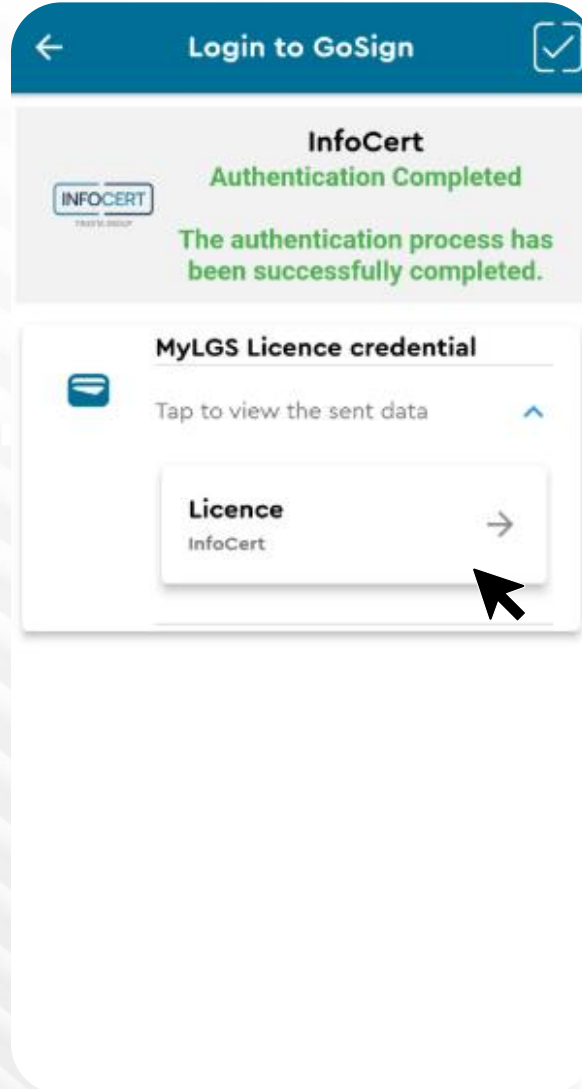
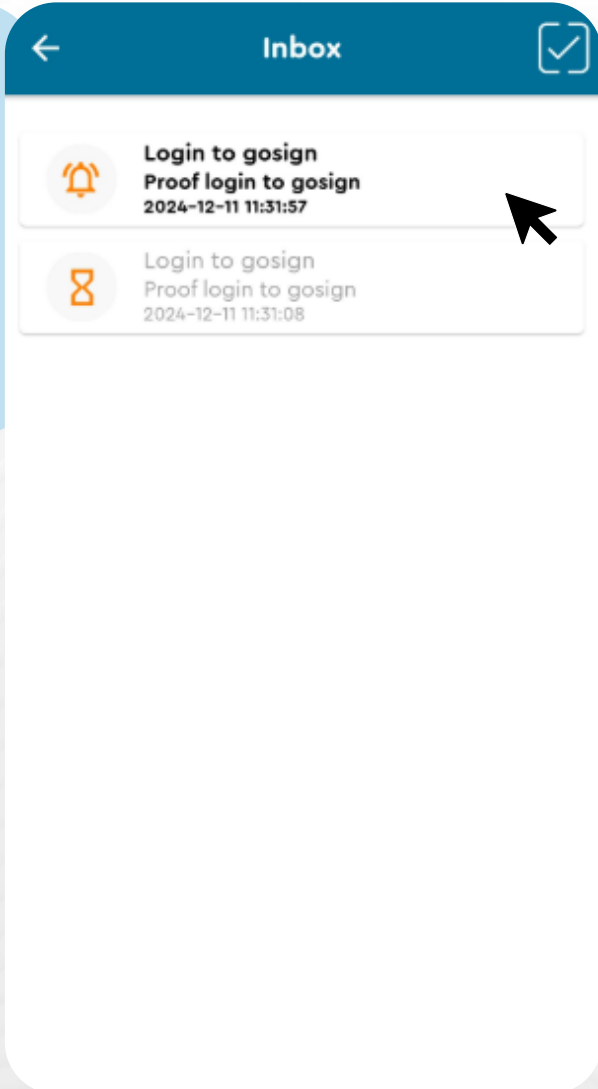


Using the App, **scan the QRCode** on the page displayed on your PC. Check your data and click on **Send** to submit your request to log in to GoSign.

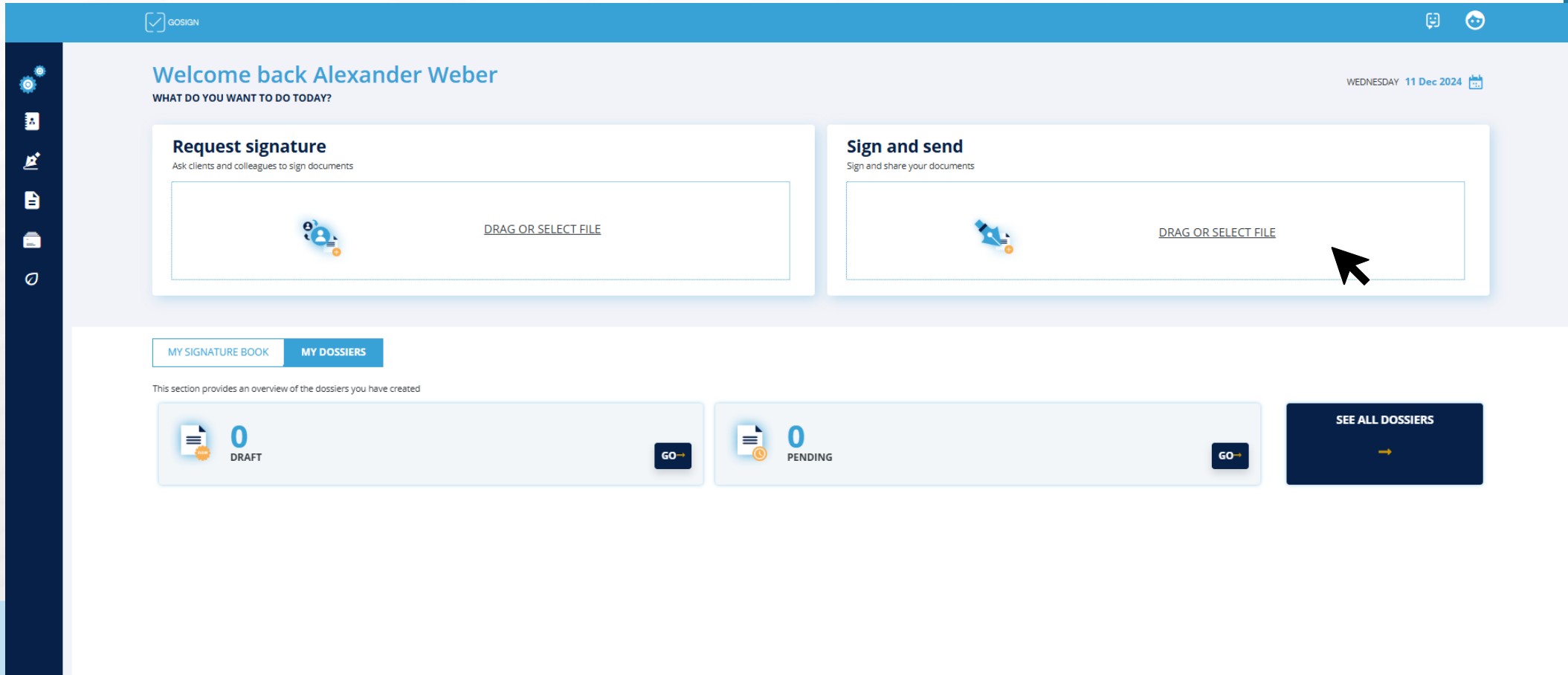




Go to your **Inbox** section and you will find your credential



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



From now on,  
you can upload your documents

The screenshot displays the GOSIGN 'Sign and Send' interface. At the top, there is a navigation bar with the GOSIGN logo and user profile icons. Below this, the main heading is 'Sign and Send', followed by a breadcrumb trail: 'CONFIGURE DOSSIER' > 'PLACE SIGNATURES'. The 'UPLOAD DOCUMENTS' section features a list with one item, '1. GH11', which includes a PDF icon, a subject line 'GH11', and a subject description 'Dossier BYQ39KBQE'. A 'Deadline' field and a calendar icon are also present. A toggle switch for 'Urgent dossier' is located on the right. Below the document list, the 'SELECT SIGNATURE TYPE' section offers two options: 'SIMPLE SIGNATURE' and 'QUALIFIED SIGNATURE PDF (PADES)'. The 'SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS' section includes a field for 'Recipients' e-mail' with an add icon. At the bottom of the interface, the dossier information 'Dossier BYQ39KBQE | ID BYQ39KBQE' and a 'NEXT' button are visible.

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 +

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

SELECT SIGNATURE TYPE

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

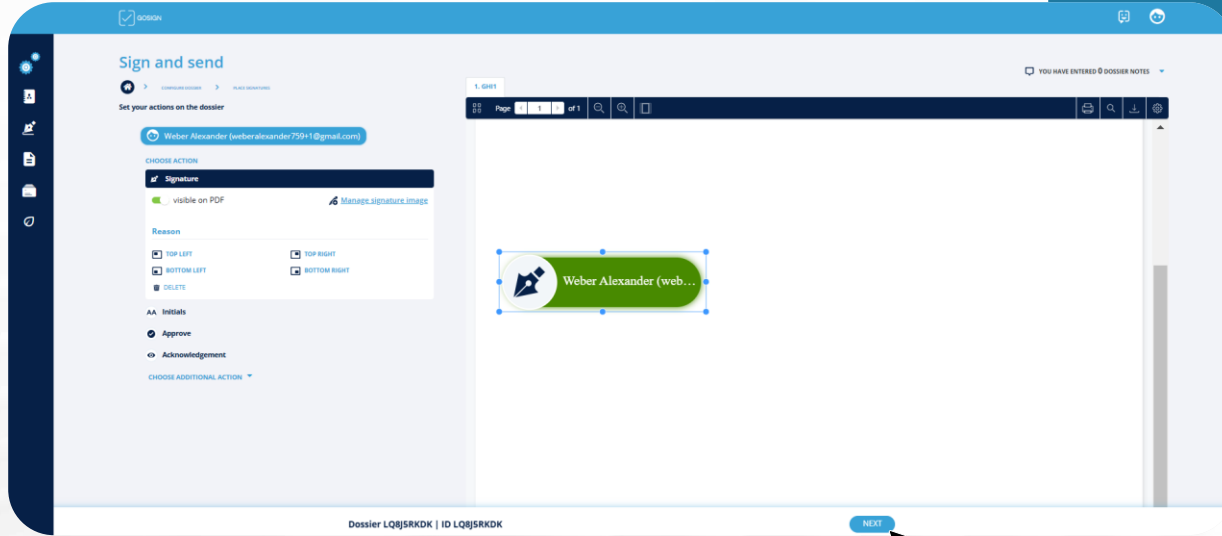
SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMENTS

Recipients' e-mail

Dossier BYQ39KBQE | ID BYQ39KBQE

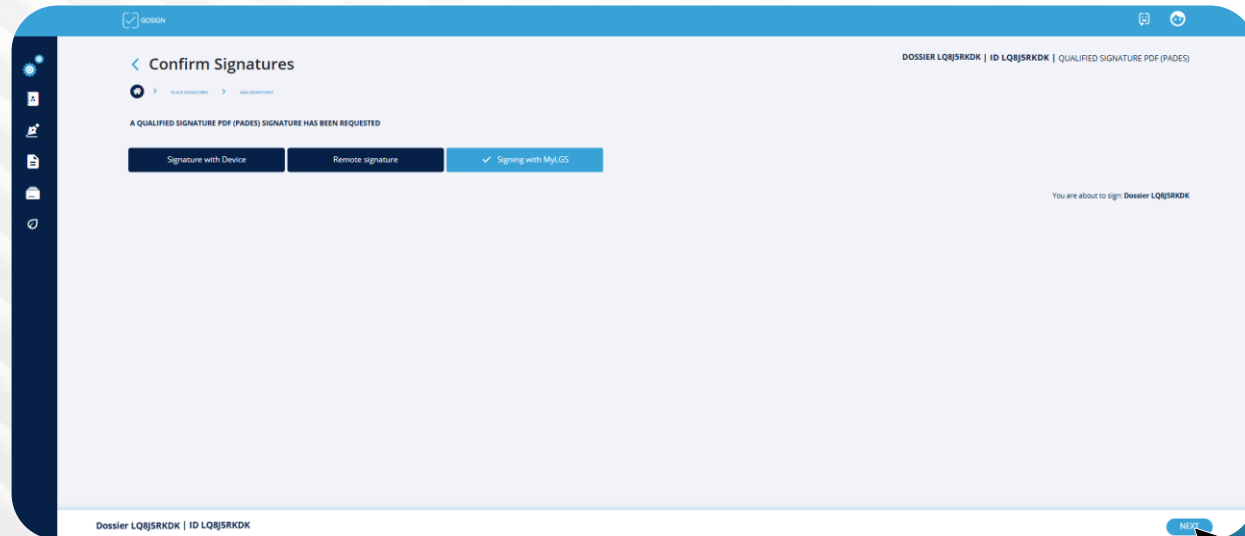
**NEXT**



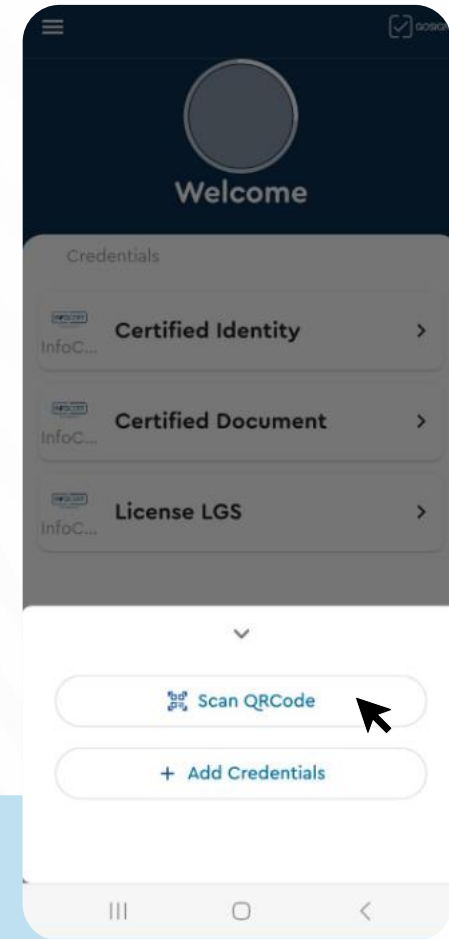
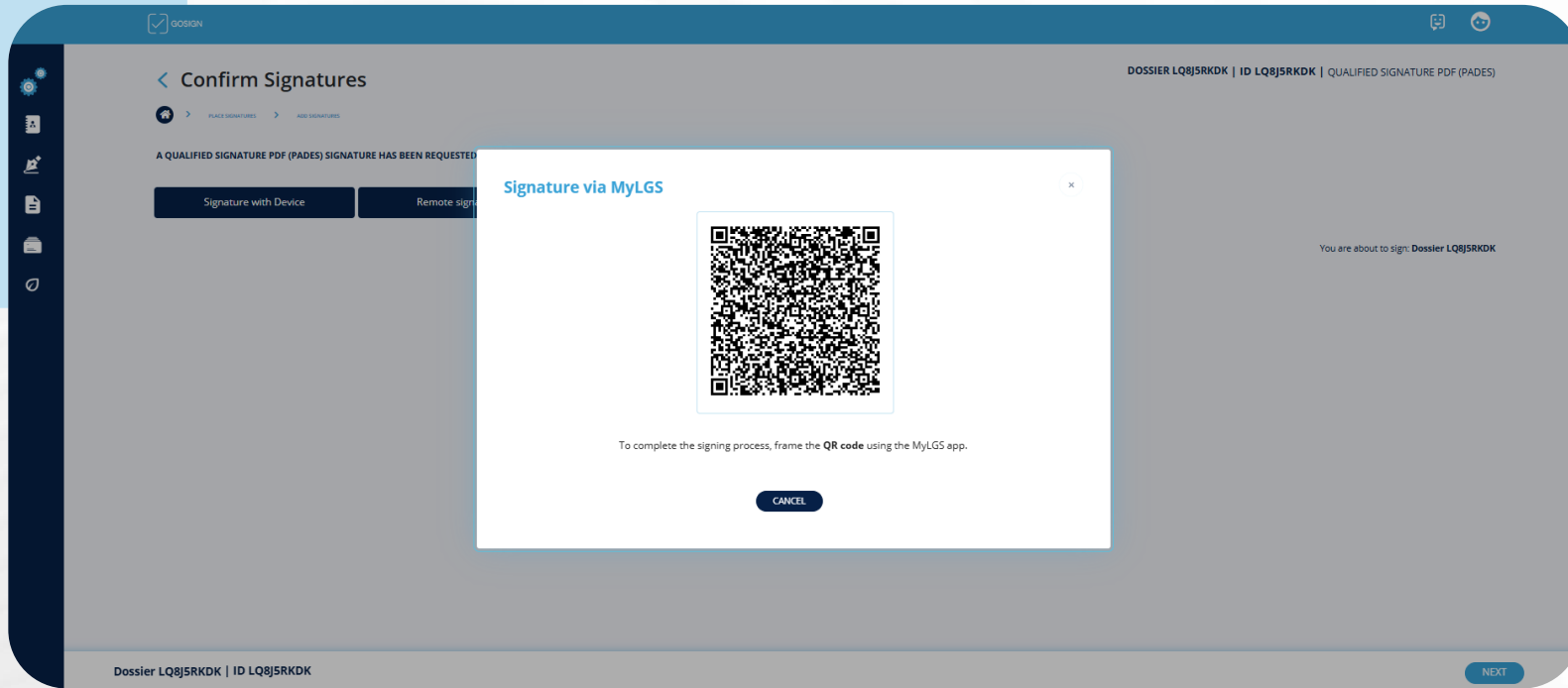


Apply one or more signatures as you require and edit the settings in the left-hand menu to suit your needs. Once you have finished, click on **NEXT**.

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

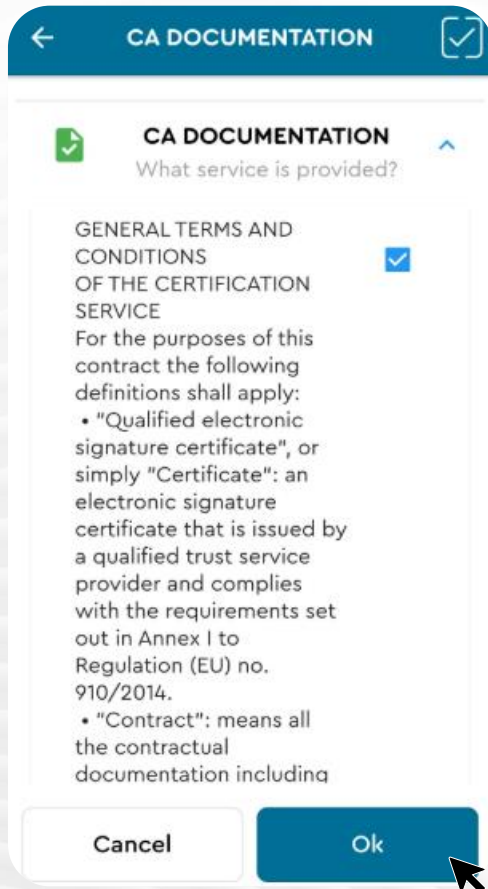
CA DOCUMENTATION >

T&C DOCUMENTATION >

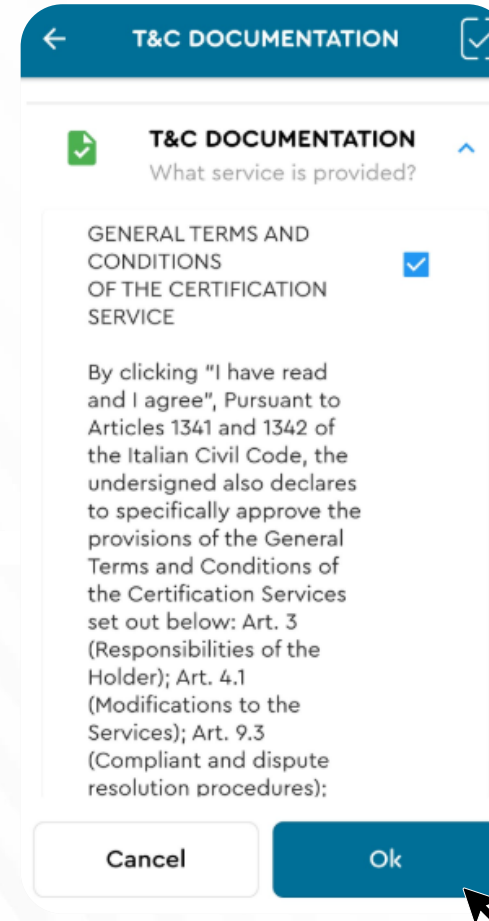
**LGS Licence Credential**  
Please provide an LGS Licence  
Credential ▾

**Certified Identity Credential**  
Please provide a Certified  
Identity Credential ▾

Reject Send



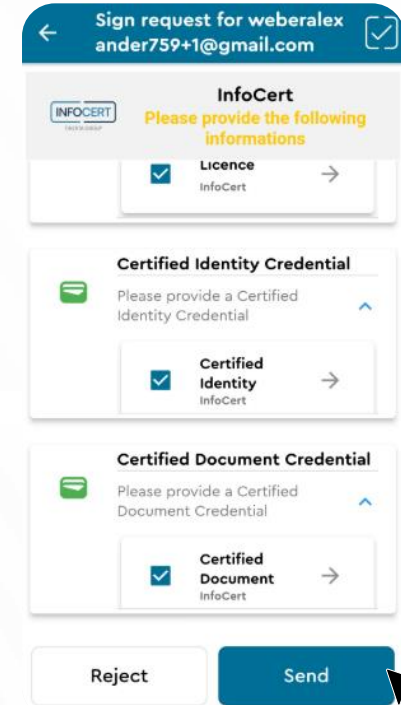
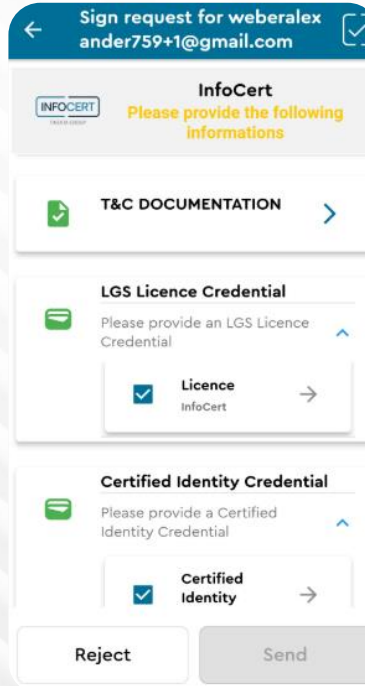
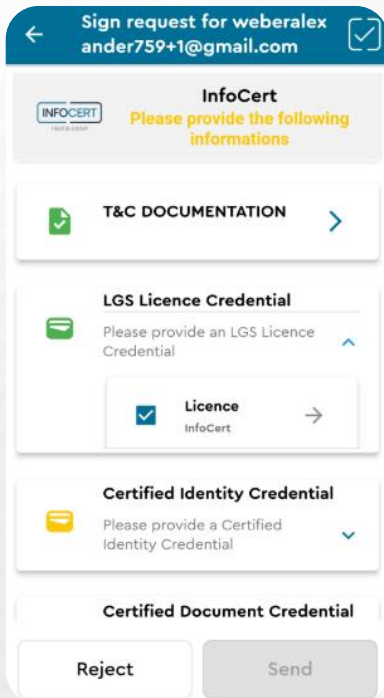
Accept the **CA documentation** and click on **OK**



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

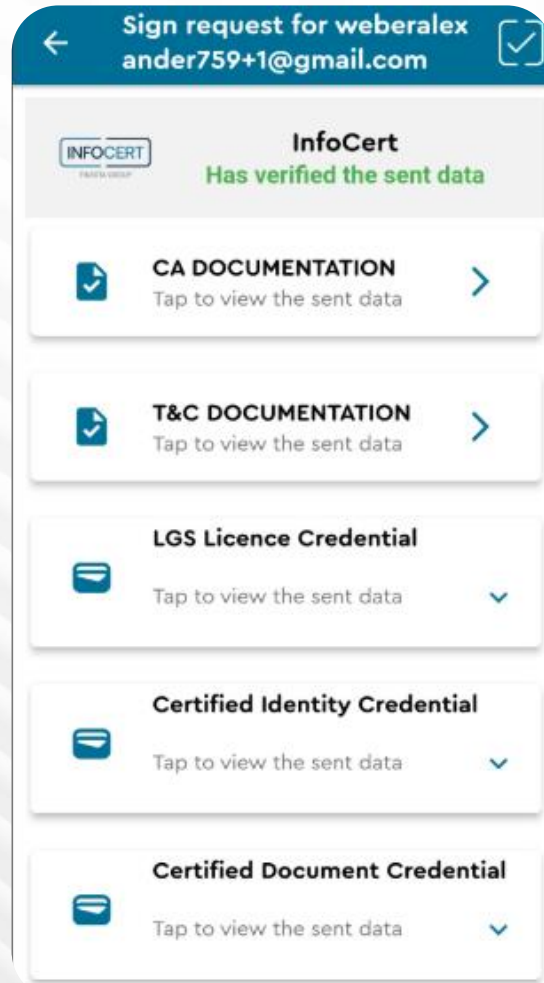
Select the **LGS License Credential**, the **Certified Identity Credential** and the **Certified Document Credential**.

Then click on **SEND**



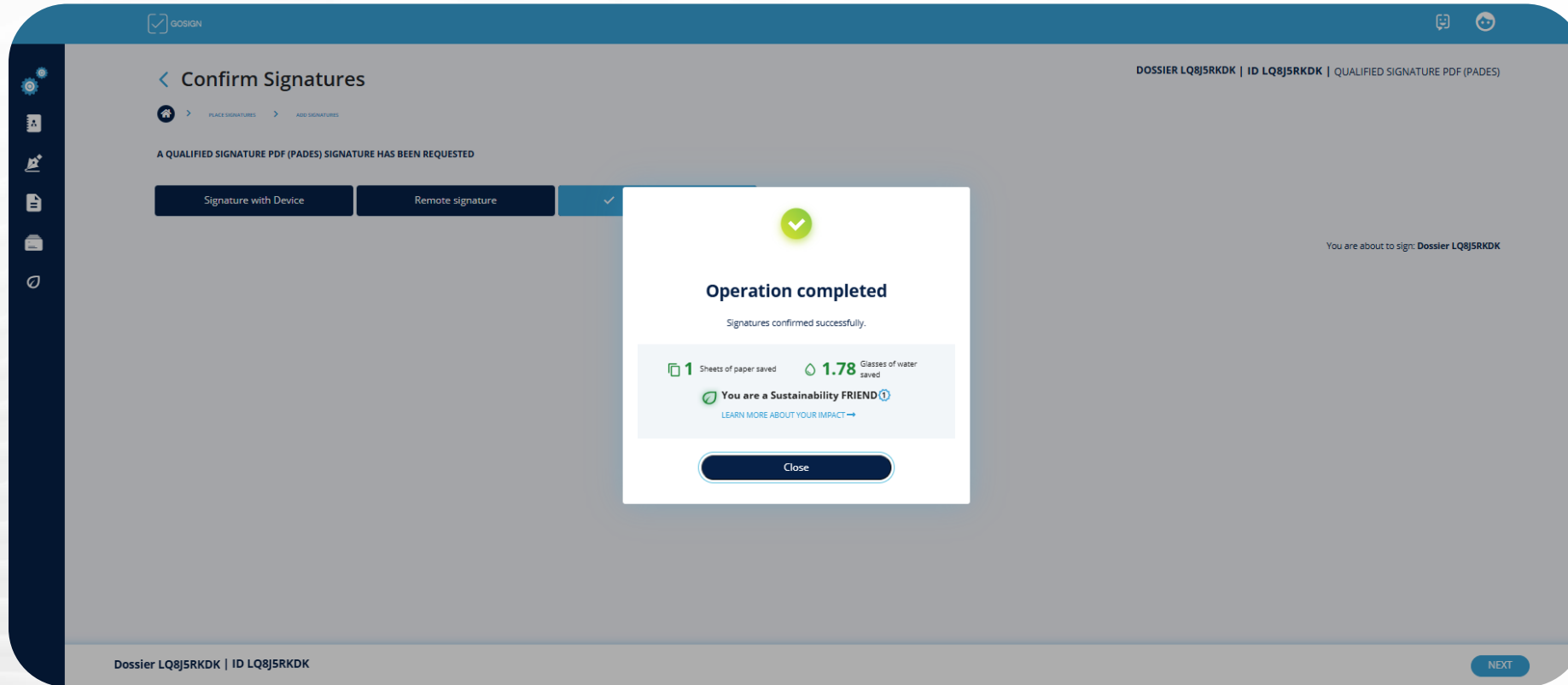
Confirm the operation through **biometric verification**

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!**