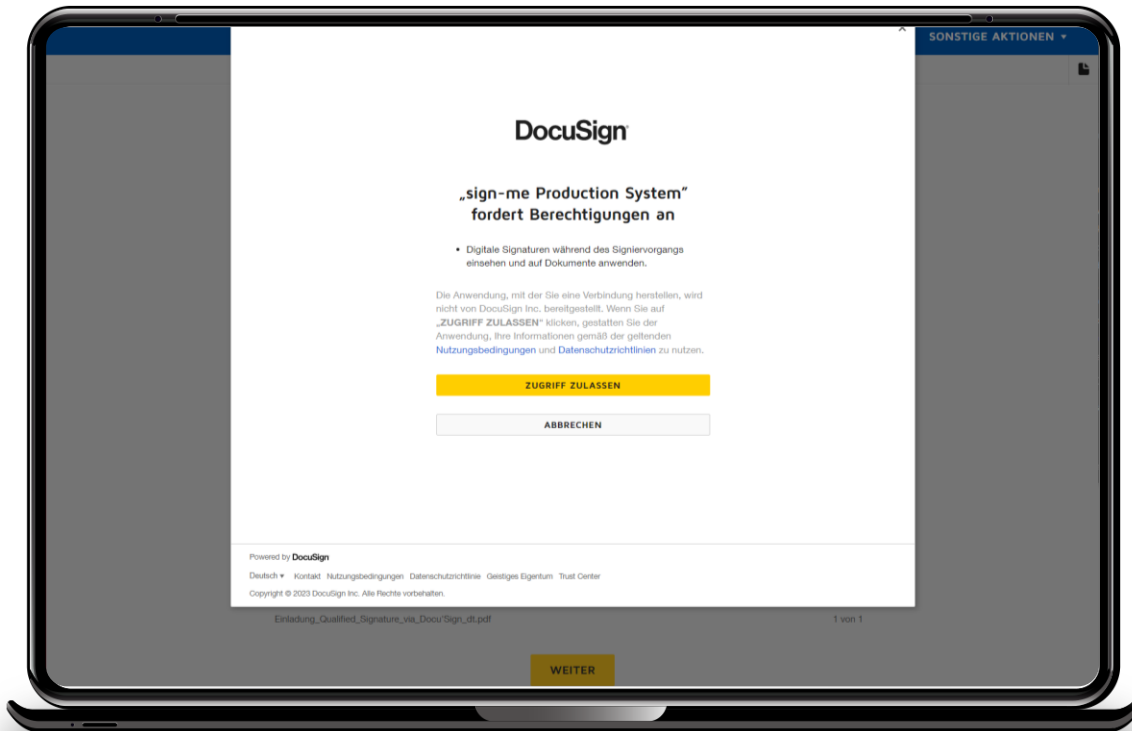


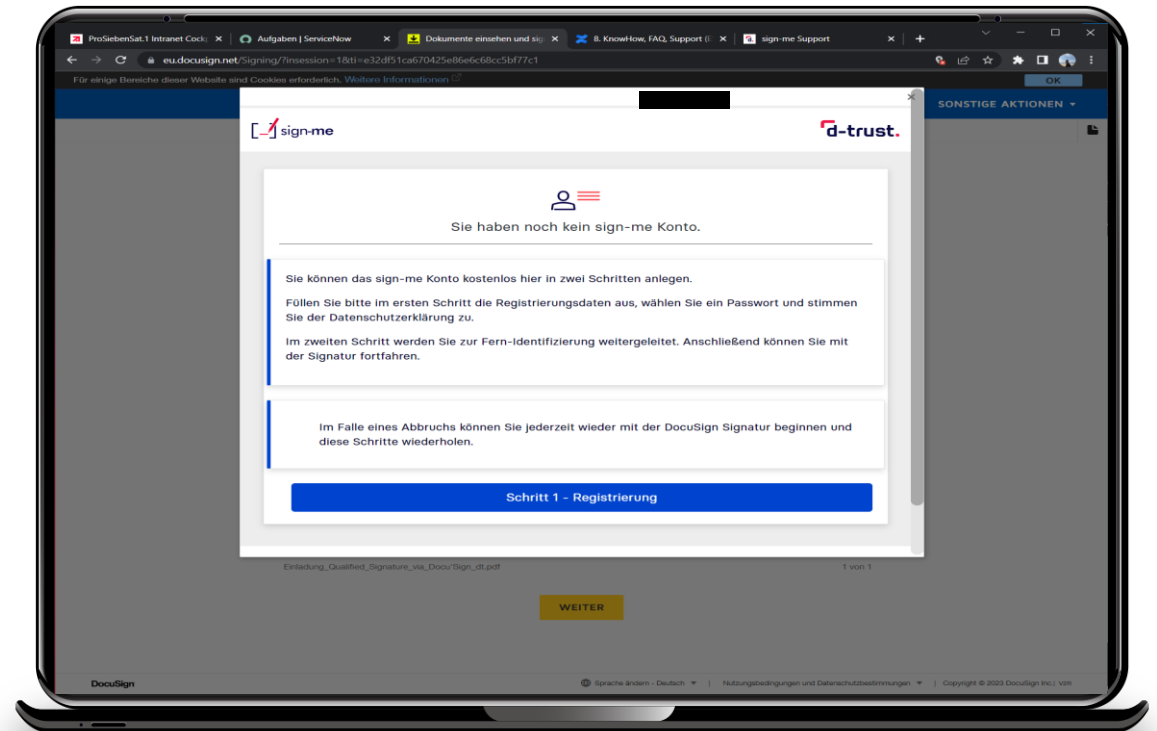
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The previous steps are identical to the simple signature without Video-Ident.
Optionally, you can take the previous steps from the following link: [Tutorial](#)

1 After you have set your signature and clicked **continue**, you will be asked for permission (**Zugriff zulassen**).



2 Step 1 - Click on registration to create a personal account at sign-me for this and further qualified signatures.



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3 Enter **personal data** (Persönliche Informationen).

The screenshot shows a web browser window displaying the DocuSign 'sign-me' interface. The main heading is 'Ihre Daten laut Ausweis' (Your data according to ID card). The form includes the following fields:

- Bevorzugte Sprache (Preferred language): A dropdown menu with a blacked-out selection.
- Vorname (First name): A text input field with a blacked-out name.
- Nachname (ohne Titel) (Last name, without title): A text input field with a blacked-out name.
- Ländervorwahl (Country code): A dropdown menu with '+49' selected.
- Mobilfunknummer (Mobile phone number): A text input field with a blacked-out number.

Below the form, there is a checkbox for 'Ich akzeptiere die Datenschutzerklärung von sign-me' (I accept the privacy policy of sign-me) and a 'Weiter' (Next) button. The DocuSign logo and 'd-trust' logo are visible in the top right corner.

4 Set your own password that meets the requirements, accept privacy policy and continue(**weiter**).

The screenshot shows the 'Ihre Login-Daten' (Your login data) form. It includes the following fields and elements:

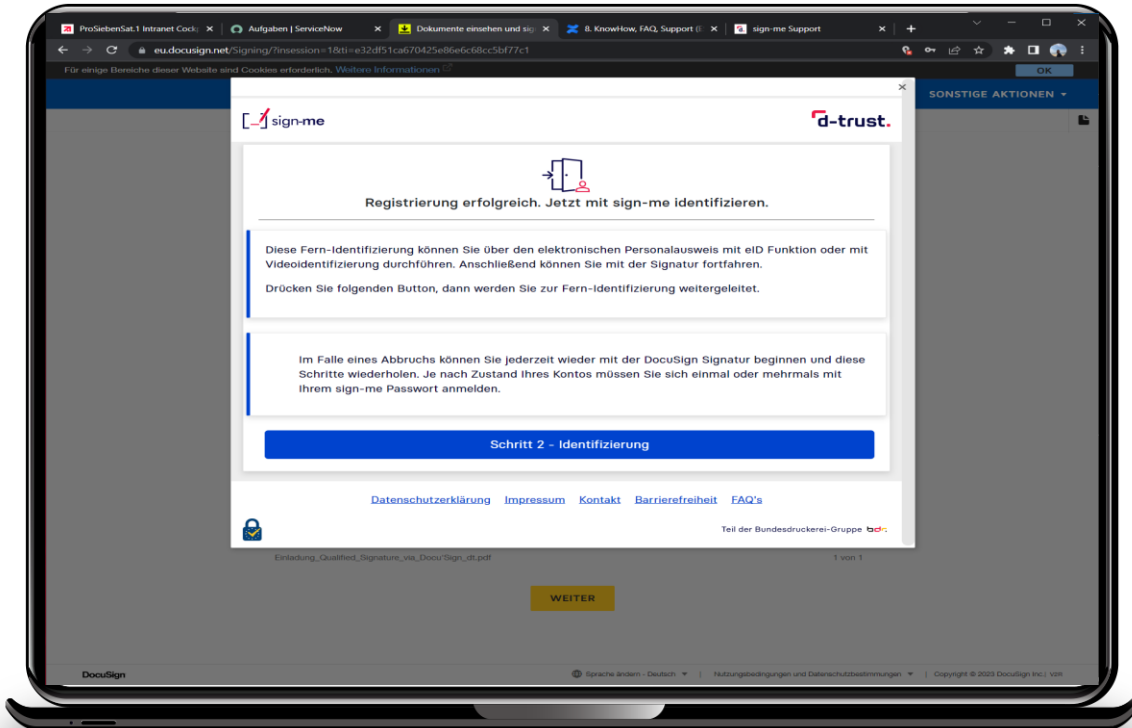
- E-Mail-Adresse (schreibgeschützt) (E-mail address, read-only): A text input field with a blacked-out email address.
- Das Passwort muss mindestens 8 Zeichen lang sein und mindestens einen Großbuchstaben, Kleinbuchstaben, eine Zahl und eines der Sonderzeichen !-_*?&@-~% enthalten. Achten Sie bitte auch darauf, dass sich die Zeichen möglichst nicht wiederholen, wie z.B. bei diesem schwachen 'Passwort': 'A1aaaaa-'. (The password must be at least 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one of the special characters !-_*?&@-~%. Please also pay attention to the fact that the characters should not repeat as much as possible, such as in this weak password: 'A1aaaaa-').
- Passwort wählen (Choose password): A text input field with a password strength indicator.
- Passwort wiederholen (Repeat password): A text input field with a password strength indicator.
- *Pflichtfelder (Required fields): A section containing a checkbox for 'Ich akzeptiere die Datenschutzerklärung von sign-me'.
- Buttons: 'Abbrechen' (Cancel) and 'Weiter' (Next).

The DocuSign logo and 'd-trust' logo are visible in the top right corner.

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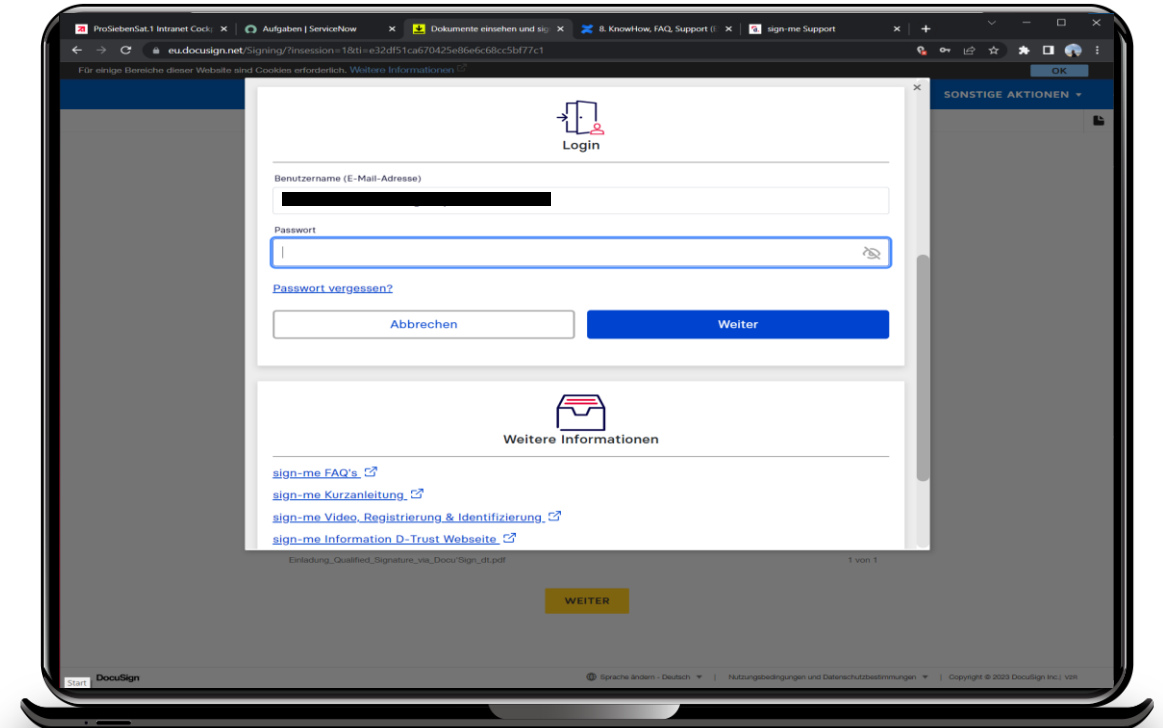
5

Continue with (Step 2 – Identification) **Schritt 2 – Identifizierung.**



6

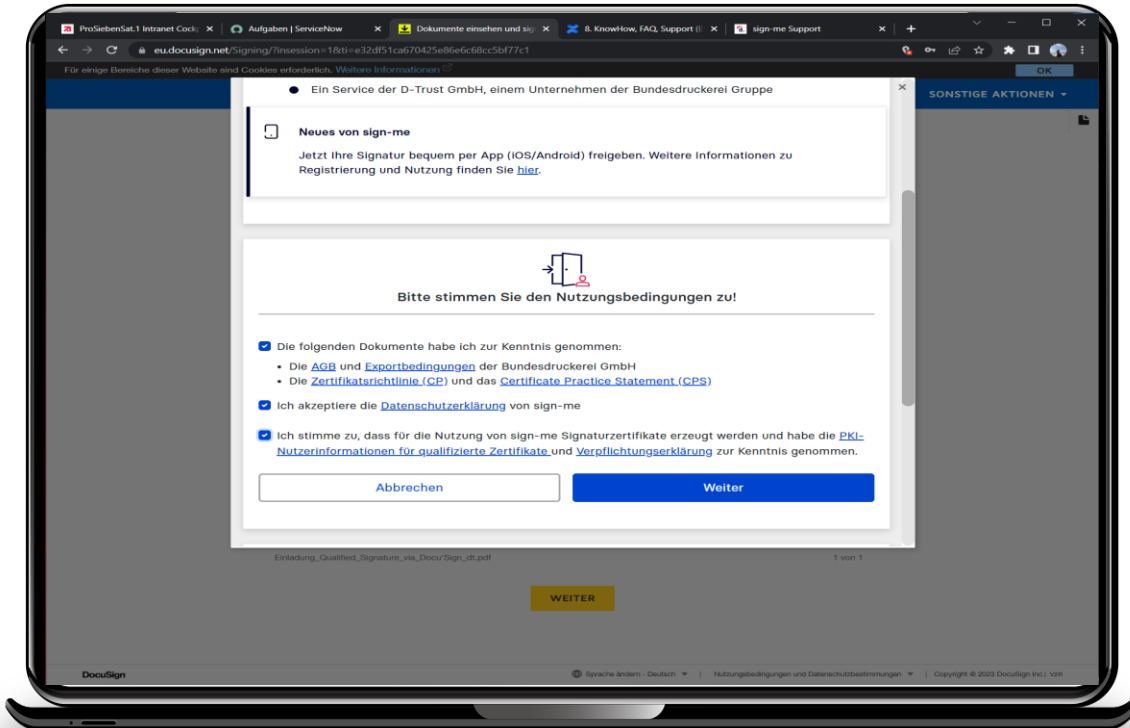
Login with the password from the previous registration, then continue (**weiter**).



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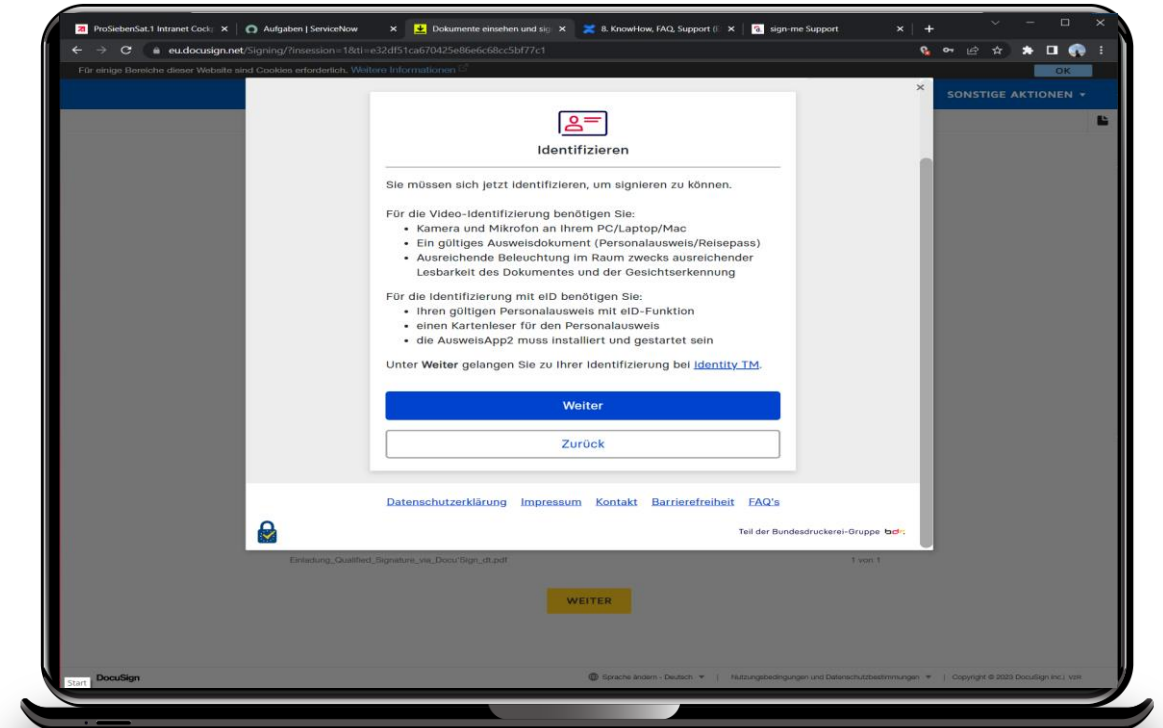
7

Agree to the terms of use and continue (**weiter**).



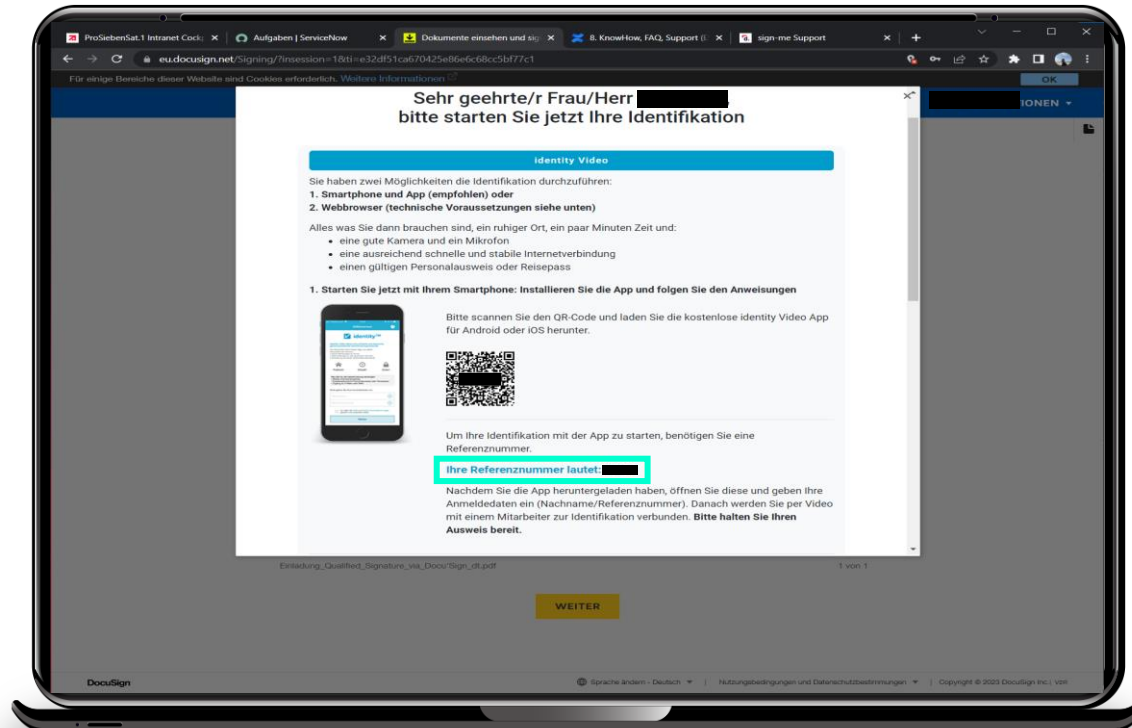
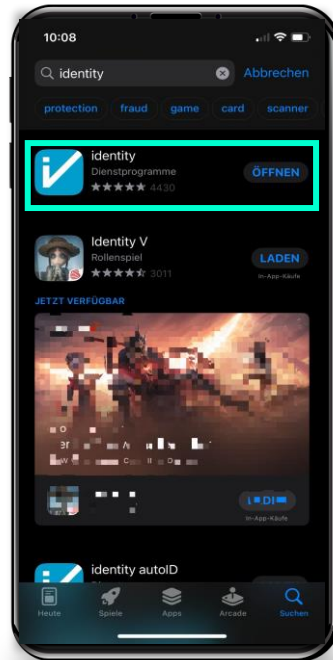
8

Identification start with more (**weiter**).

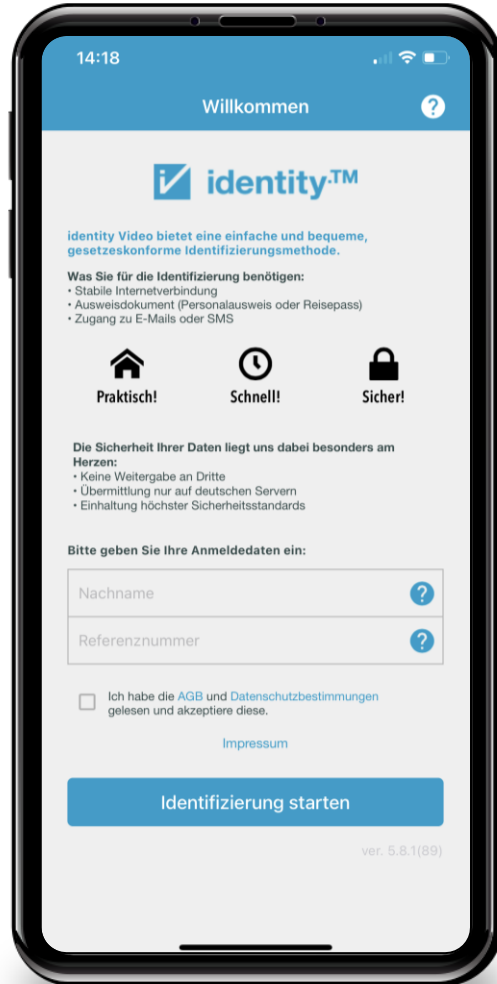


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- 9 Download app **identity** (identity Trust Management AG), **not** identity autoID or identity online to a smartphone and remember or copy **reference number**.



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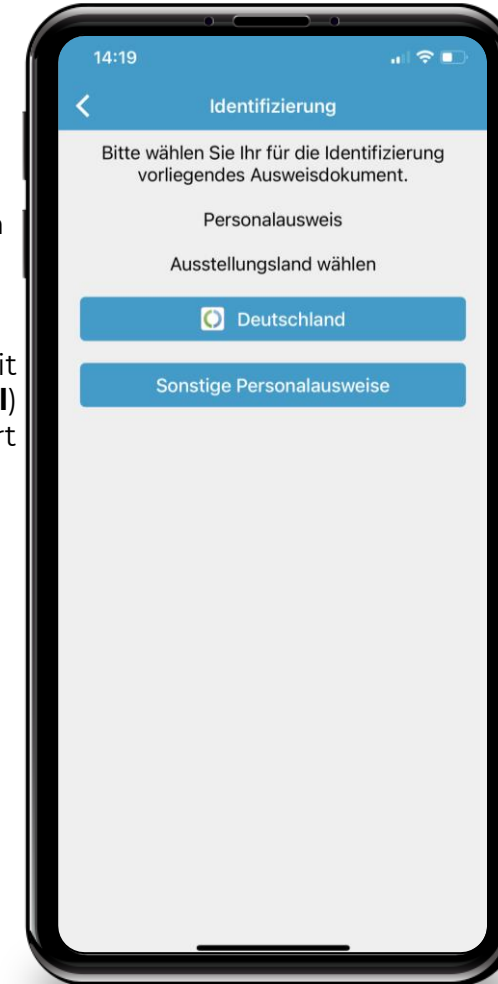
10

Insert your name (**Nachname**), the reference number (**Referenznummer**), accept the terms of user (**AGB**) and click „**Identifizierung starten**“ to start the authentication.



11

Choose between ID card (**Personalausweis**), Residence permit (**Aufenthaltstitel**) or Travel passport (**Reisepass**)



12

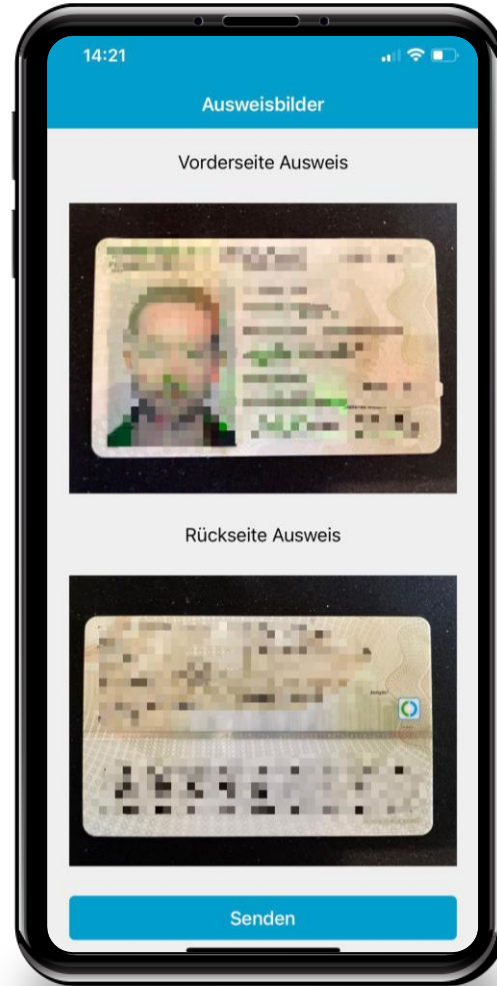
Choose country of issuance (**Ausstellungsland**).

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13

Have your chosen **ID document** ready and click on continue (**weiter**).



14

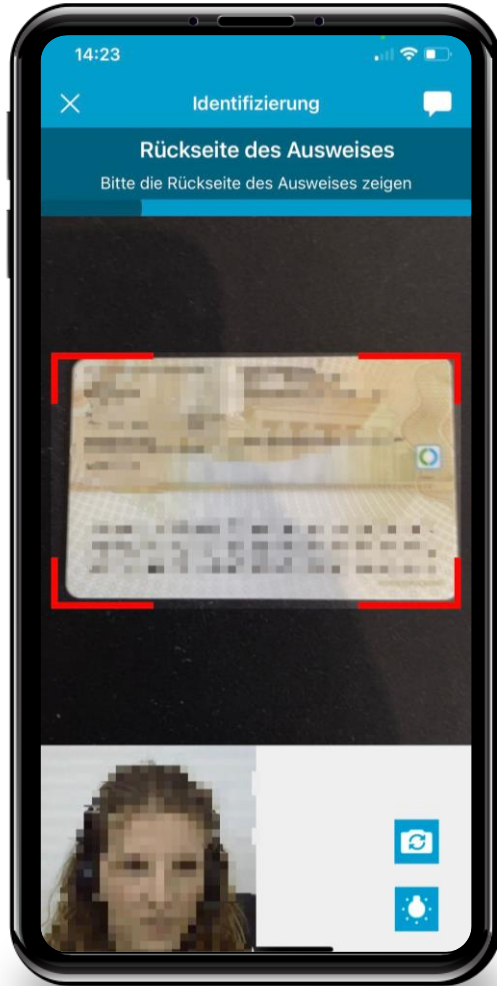
Take a photo of the front and back of your identification document and click on send (**Senden**)



15

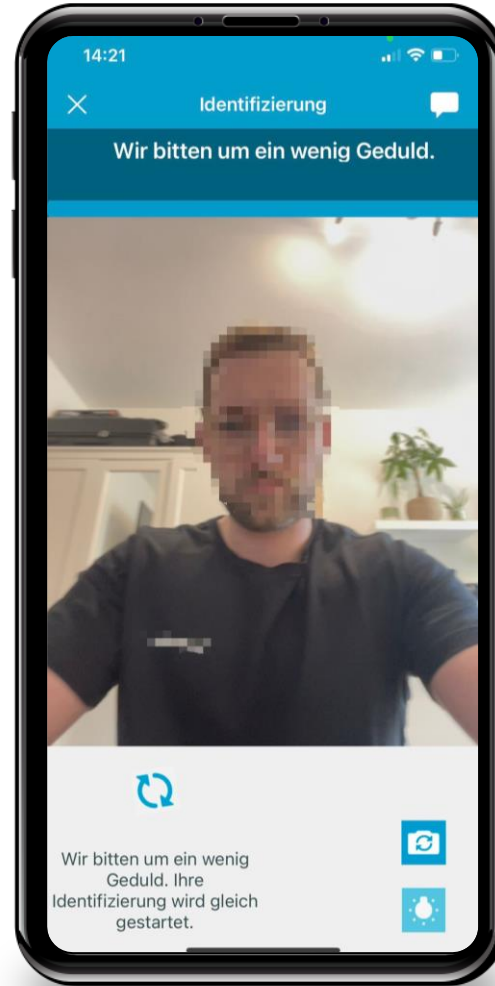
Your ID document will be verified by a call center agent.

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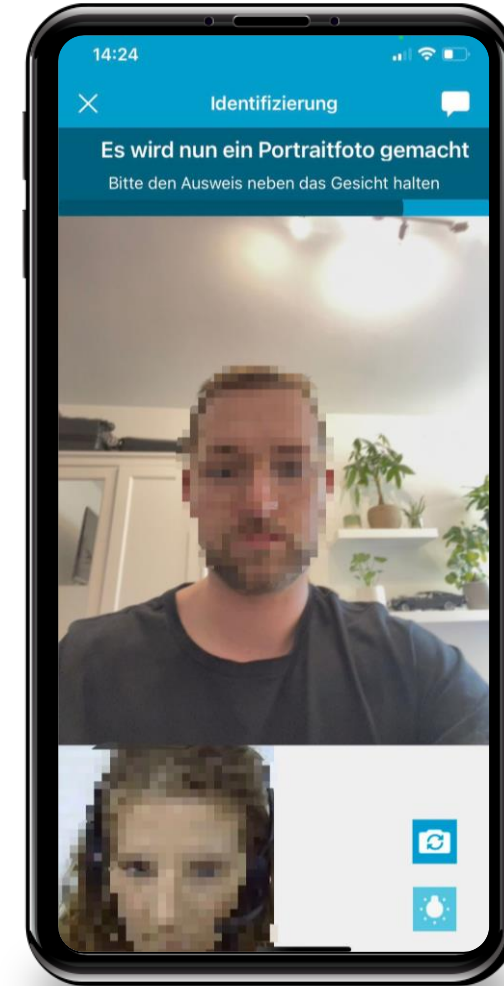
16

Your ID document will be verified by a call center agent.



17

Wait for response.



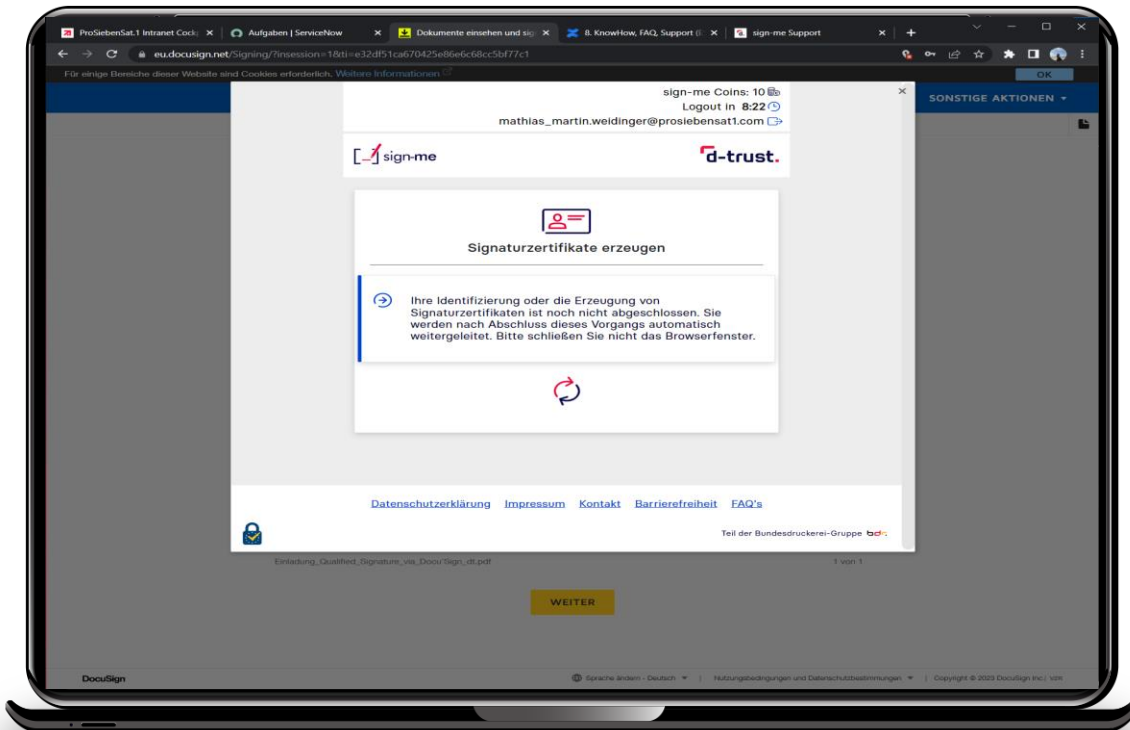
18

Get ready for a **selfie**.

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19

Wait in browser, until the signature certificate has been generated.



20

Request a TAN (**TAN anfordern**), wait for the **SMS** with the code on your phone, enter the code and confirm. The document is signed now.

