

IDENTITY VERIFICATION FOR ONLINE CONTRACT SIGNATURE

For the identity verification make sure you prepared:



PC or laptop



Mobile



Good internet connection



ID



**You do not have to schedule a meeting
You can proceed with the verification providing:**



Monday – Friday



8:00 am - 6:00 pm



Verification should take up to 20 minutes!

STEP

1

Check your email inbox. You will receive an email to the email address indicated in the form with a link to start the process.

EURCERT
TRUST SERVICE PROVIDER

You have a document to sign!

name and surname
address@address.com
sent you a document:

"Agreement.pdf"

Sign it easily by clicking on the link below:

[Sign now](#)

STEP

2

Please confirm your phone number

Welcome to SIGNIUS Professional

Marta Kamila Smoderek
(marta.smoderek@eurocert.pl)

left document/s for you to sign here. To sign it/them, confirm your mobile phone number, and then create an account.

Documents folder:
Joanna Szwagulińska

[Confirm your phone number](#)

STEP

3

Please enter the code you received in the text message

We've sent you an SMS

YOUR MOBILE PHONE NUMBER

ENTER CODE FROM THE SMS

Send code again



STEP

4

Please introduce your data

New account

Create a free account and sign documents remotely - wherever you are, whenever you want. It's quick and easy like never before. Already have an account? [Log in](#)

EMAIL ADDRESS

MOBILE PHONE NUMBER

GIVEN NAMES

LAST NAME

CITIZENSHIP

CREATE A NEW PASSWORD

capital letter
 small letter
 digit
 special character
 at least 10 characters

confirm that I have read and accept the Terms of Service

In order to provide services at the highest level, the application uses cookies. More information about this and about the processing of personal data is available in the [Privacy Policy](#)

[Create account](#)

powered by SIGNUS

STEP

5

You will receive an e-mail with the link confirming the registration



We've sent you an email

Please check your inbox, click on the activation link we've sent you and confirm your registration.

STEP

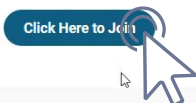
6

Click the link you received in order to activate your account



You are almost in!

We're glad that you have joined SIGNIUS Professional.
 Activate your account now to sign documents remotely. Confirm your email address by clicking on the link below:



SIGNIUS S.A.
 Krasieńskiego 16 Street, 60-830 Poznań

NIP 7812001832, Regon 384540150, KRS: 0000802318 District Court Poznań - Nowe Miasto and Wilda in Poznań, Commercial Division VIII of the National Court Register, share capital PLN 126 000 paid in full

STEP

7

Sign in to your account

EURCERT
TRUST SERVICE PROVIDER

Log in

The account has been activated.

EMAIL ADDRESS
address@address.com

PASSWORD

[Forgot your password?](#)

[Log in](#)

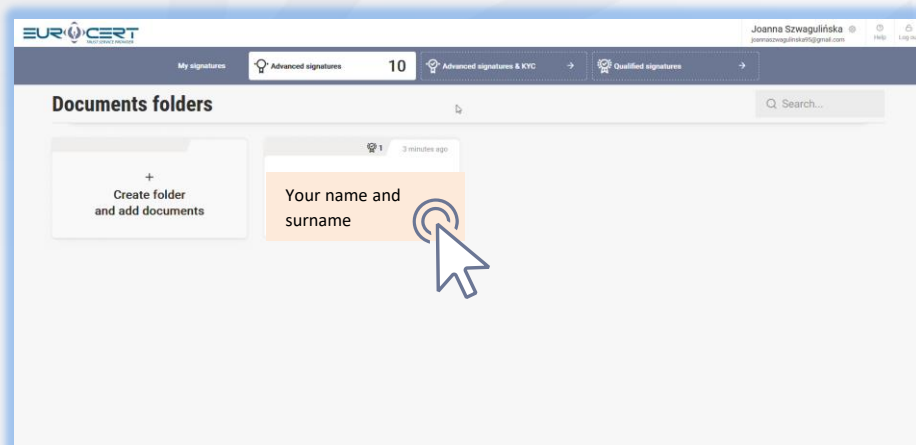
[Create a free account](#)

powered by SIGNIUS

STEP

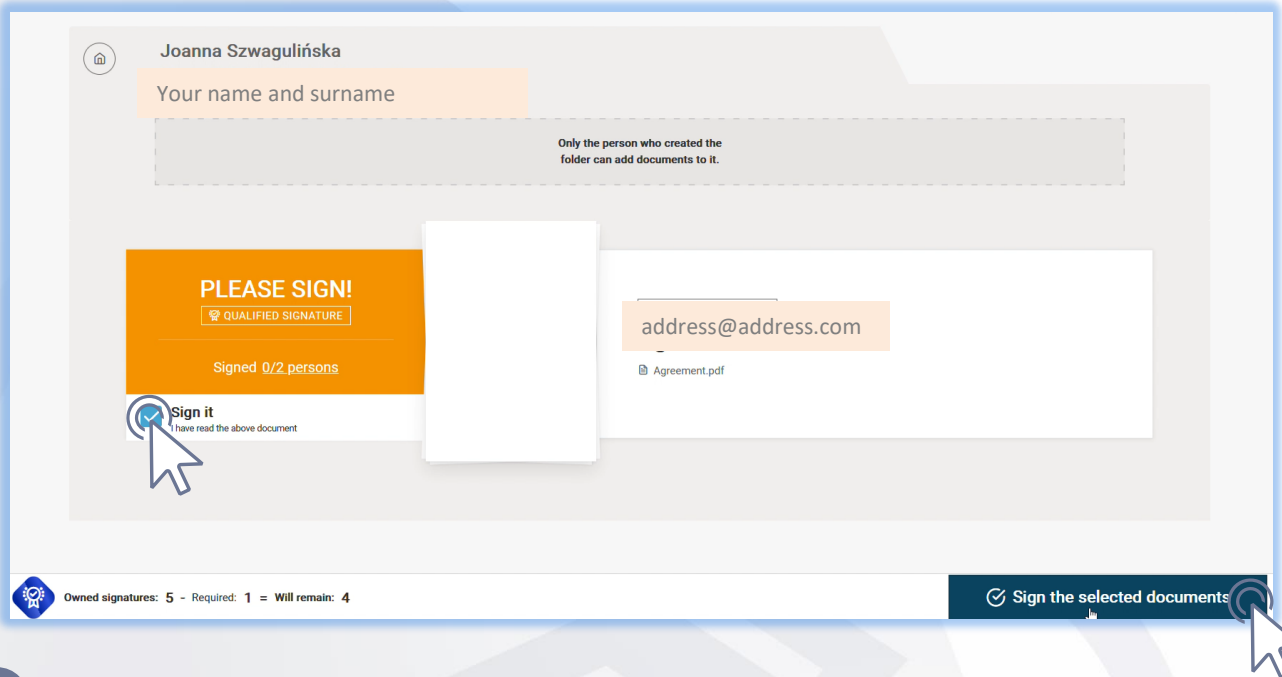
8

Enter the folder signed with your name and surname



STEP

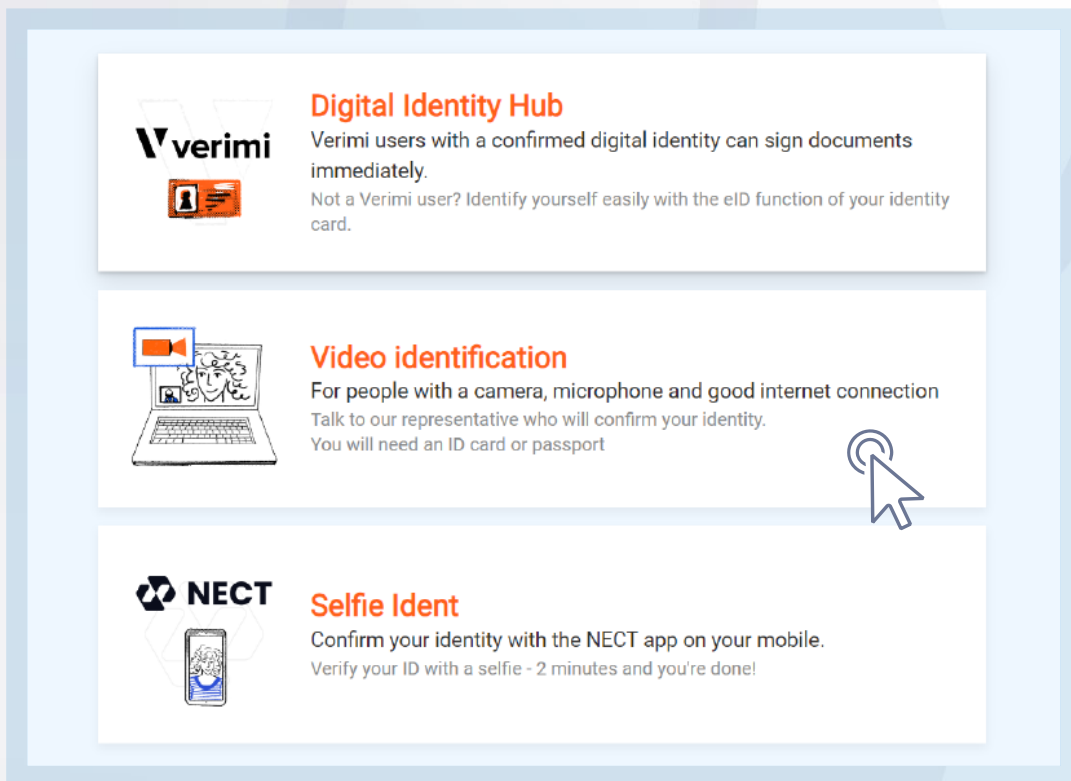
9 Tick the „Sign it” checkbox and then click the „Sign the selected documents” button



The screenshot shows a user interface for document signing. At the top, the user's name "Joanna Szwagulińska" is displayed. Below it, there is a field for "Your name and surname" and a note: "Only the person who created the folder can add documents to it." The main area contains a document titled "Agreement.pdf" with the email "address@address.com". A prominent orange box says "PLEASE SIGN! QUALIFIED SIGNATURE" and "Signed 0/2 persons". A "Sign it" button with a checkmark icon is highlighted by a mouse cursor. At the bottom, a status bar shows "Owned signatures: 5 - Required: 1 = Will remain: 4" and a "Sign the selected documents" button, also highlighted by a mouse cursor.

STEP

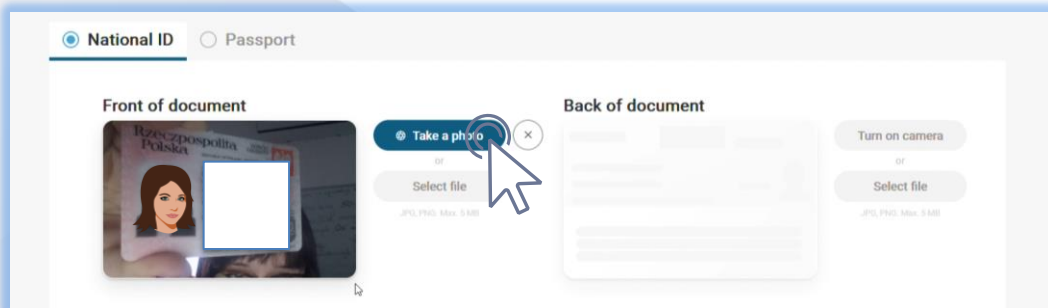
10 Choose „Video Identification”



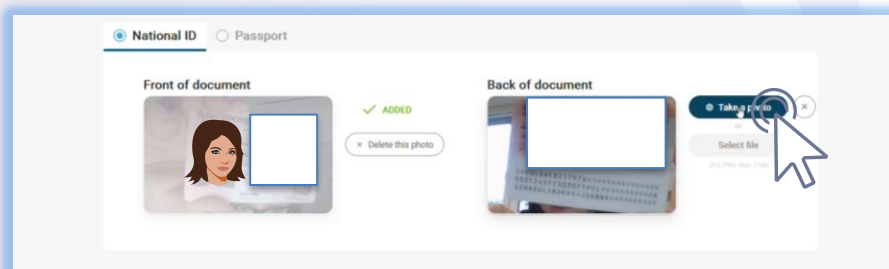
The screenshot displays three options for digital identification:

- Digital Identity Hub**: Verimi users with a confirmed digital identity can sign documents immediately. Not a Verimi user? Identify yourself easily with the eID function of your identity card.
- Video identification**: For people with a camera, microphone and good internet connection. Talk to our representative who will confirm your identity. You will need an ID card or passport.
- Selfie Ident**: Confirm your identity with the NECT app on your mobile. Verify your ID with a selfie - 2 minutes and you're done!

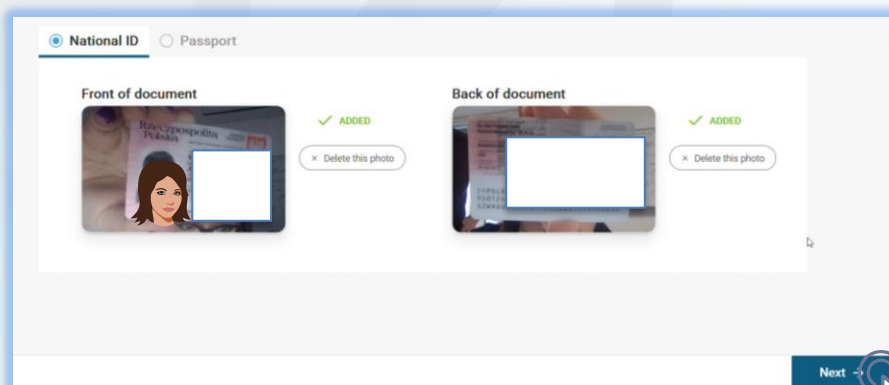
STEP 11 Select the ID type to be used for your identification



STEP 12 Take photos of your identity document with a webcam

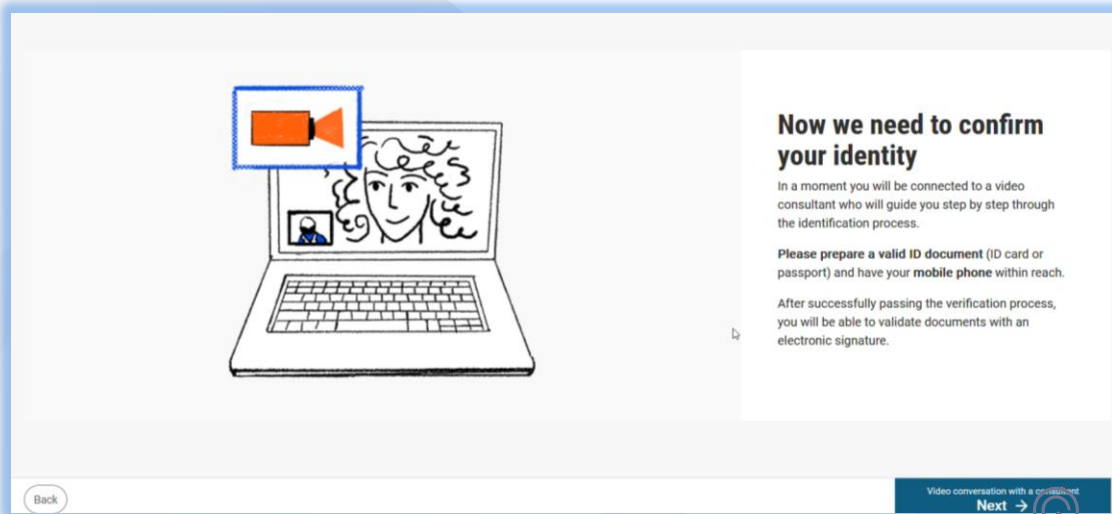


STEP 13 After taking the pictures, go to the next step



IMPORTANT!

Please, show the ID you entered in the form



Upon your connection with the consultant

Our consultant will first ask you below questions:

- If you give your consent for a registration of the video verification
- Whether you can see and hear them correctly
- Whether you have your ID and mobile with you
- What is the purpose of the video verification (you want to sign a document electronically)
- Whether you act on your own behalf or on behalf of the third person.

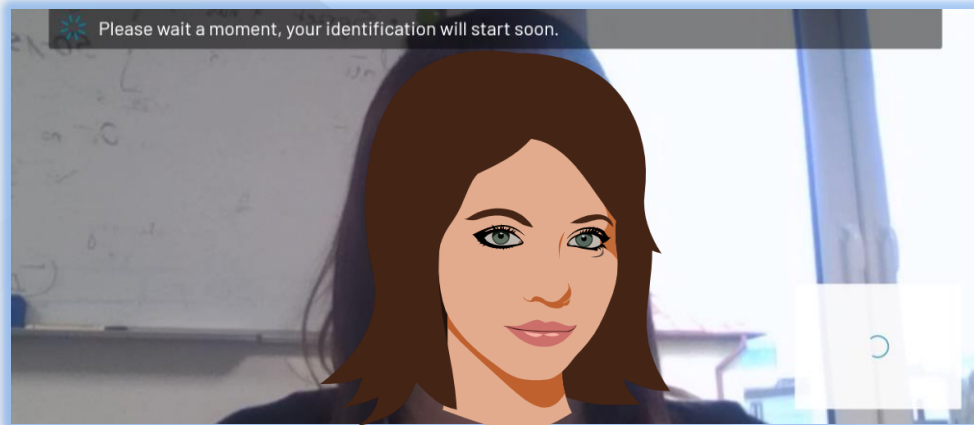
The consultant will then identify your ID, following the steps below:

- You will need to show both: recto and verso of your ID – straight and legibly
- You will be requested to show the right side of your ID at different angles, so the consultant can see three various hologrames
- You will be requested to put the right side of your ID next to the left side of your face
- You will have to gently bend your ID to prove its authenticity
- The final step of the ID verification is waving your hand in front of your ID

STEP

15

Please wait for the connection with the Signius consultant.



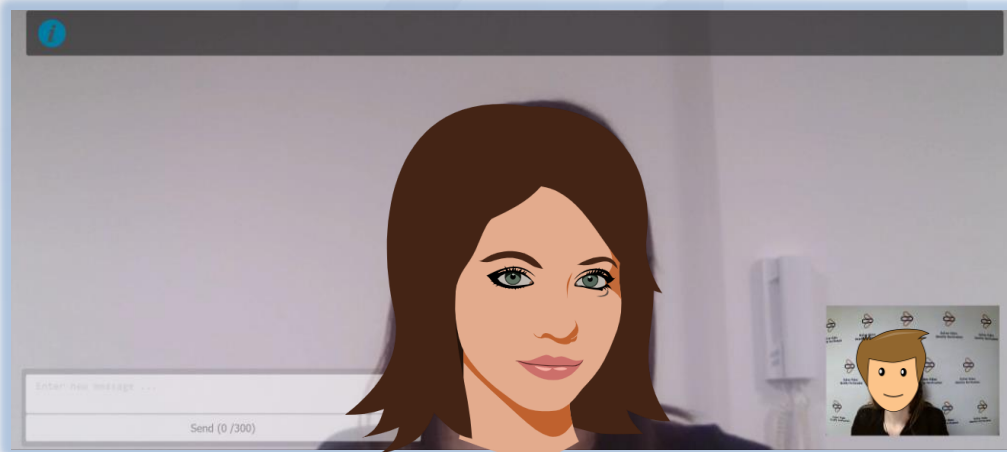
Waiting time should not exceed 15 minutes.

Should it take longer, please sign out and sign in again (go back to STEP 7).

STEP

16

The connection is on now.
Please proceed according to the consultant's instructions.



STEP

17

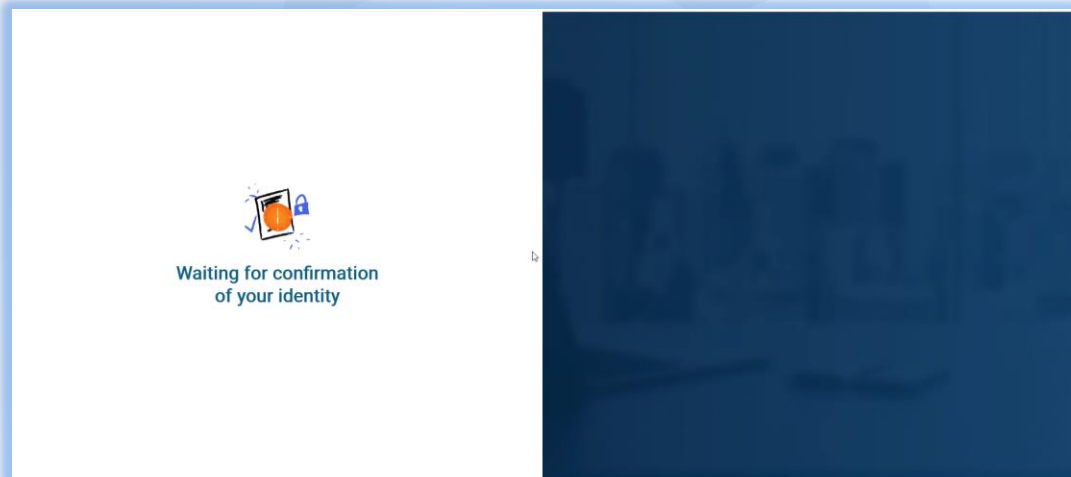
TAN code



STEP

18

Waiting for your identity to be confirmed



Important! Please wait.

Leave the website on

STEP

19

You are about to sign the subscriber agreement. Check the "I have read and accept" checkbox, then click the "Sign the documents" button

Documents to be signed
You are about to sign the following documents electronically:

Agreement
Agreement.pdf

Your details for document signing

Given names: [redacted]
Last name: Your name and surname
Citizenship: [redacted]
Mobile phone number: [redacted]

Document type: ID card
Document number: A*****7
Expiration date: 07.03.2023
National identification no.: 9*****7

My details have changed

Back

I have read and accept Terms of Trust Services

Your signature package will now be activated

I confirm that my data is up-to-date
Sign the documents

1

2

STEP

20

Signing in process

Signing in progress...



Important! Please wait.

Leave the website on

STEP

21

Please enter the code texted to you to the submitted phone number

We've sent you an SMS

YOUR MOBILE PHONE NUMBER
+48*****229

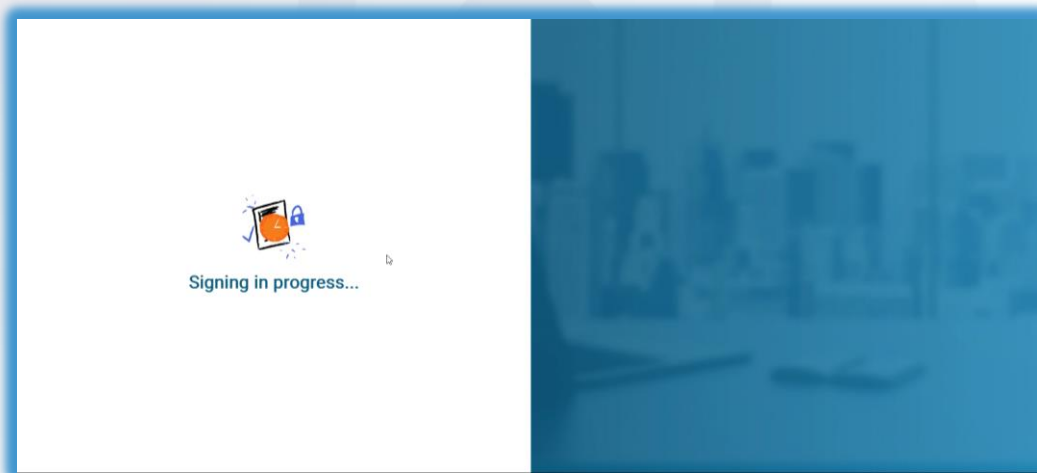
ENTER CODE FROM THE SMS
123|456

Send code again

STEP

22

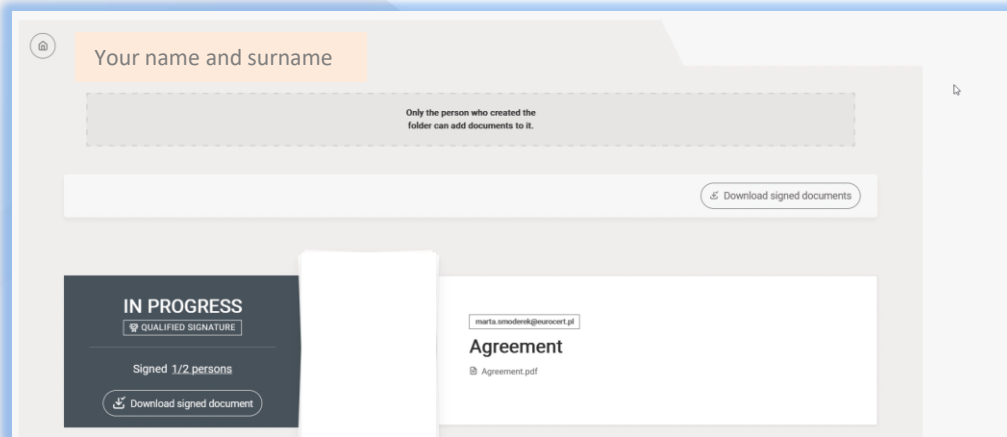
Signing in progress



Important! Please wait.

Leave the website on

STEP 23 Your signature has been affixed



Thank you!

Your agreement was signed and we informed EuroCert about it.
Now please wait for the proper electronic signature.



The process is completed.

FAQ

I received the email with the link yet it seems inactive, what shall I do?

- In this particular case, please follow the steps below:
 - Please enter: <https://eurocert.signius.eu>
 - Click „login to a free account”
 - Fill your data accordingly to the form requirements
 - Follow the instruction steps precisely in the sequence: STEP 4 -> STEP 3 -> STEP 5
-

I have completed the identity verification. What shall I do now?

- After you disconnect with the consultant, you need to sign the agreement (STEP 19 in the instruction).
It is mandatory to obtain a respective signature.
-

May I electronically sign various documents via the platform?

- No, the platform can only be used to certify your identity in order to sign the agreement for the EuroCert qualified electronic signature.
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