



doPodpisu.pl

INSTRUCTION:







**Remote identity verification
and document signing via
the doPodpisu.pl portal**

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Introduction

Process overview

-  **1 Register** at doPodpisu.pl
-  **2 Select the document to sign**
-  **3 Add your phone number**
-  **4 Activate your e-signature**
-  **5 Confirm your identity** using a remote method
-  **6 Sign the document**

Before you start, make sure you have:



A computer or laptop



A mobile phone



A stable internet connection



An identity document specified in the agreement/online form

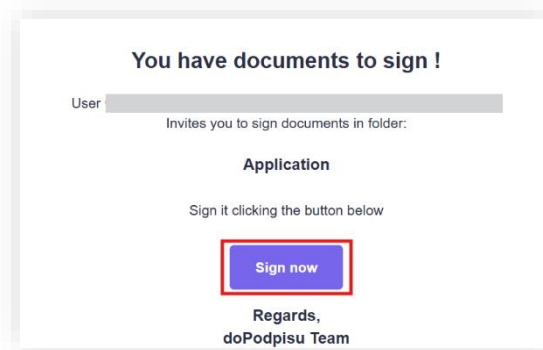
Note

Using an identity document other than the one specified in the agreement or online form may extend the verification process and delay completion.

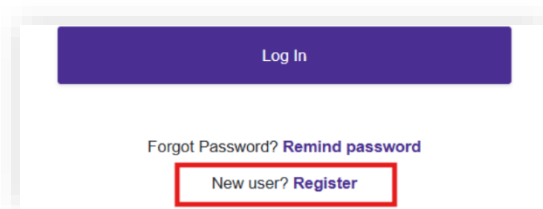
Prepare the document indicated in the agreement/online form.

Step 1. Registration

1. **Open the email** sent from noreply@dopodpisu.pl **titled “New documents awaiting your sign”** and **click “Sign now”** to go to dopodpisu.pl.



2. On the login page, **click “Register”** if you don't have an account yet, or **“Log in”**.



3. **Complete the registration form**

Note

Make sure the email address you provide during registration is the same one that received the notification about the document to sign.

- a) **Enter your details:** first name, last name, email address, and create a password
- b) **Select checkbox “I am not a robot”**
- c) **Accept the required consents**
- d) **Click “Register”**

a) First name
Last name
Email
Password
Confirm password

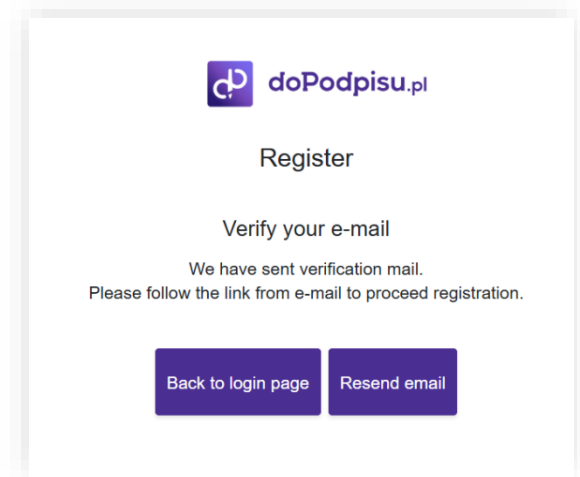
Welcome code

b) I'm not a robot

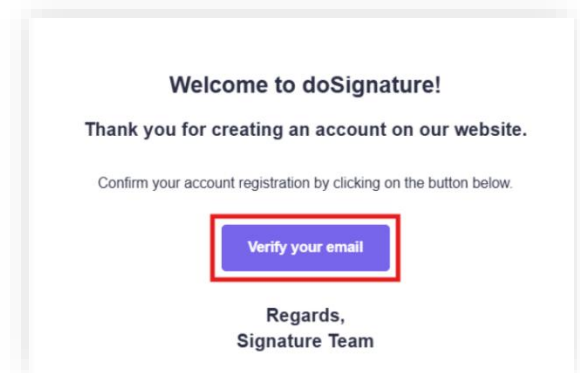
c) Select all
 I declare that I have read the Privacy Policy and Regulations of the dopodpisu.pl Portal. I accept the records of the indicated documents.*
 I declare that I have read the Information Obligation.*
 Telecommunications Law (Journal of Laws of 2017, Item 1907, as amended)) by EuroCert Sp. z o. o. ...

d) Register

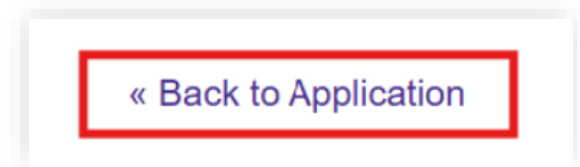
4. Follow the on-screen instructions **and check your inbox to confirm registration.**



5. Within seconds, you will receive an email titled "Verify email". **Click "Verify your email".**

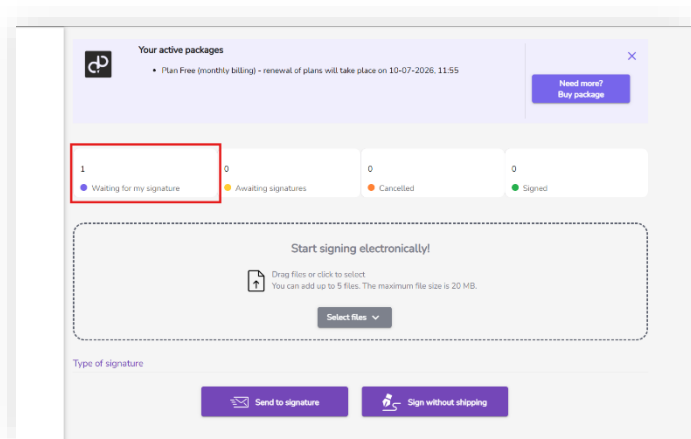


6. After confirmation, return to the application by clicking "**Back to application**".

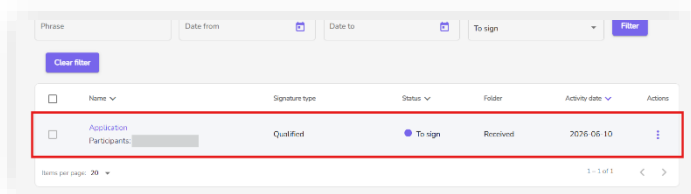


Step 2. Preparing to sign the document

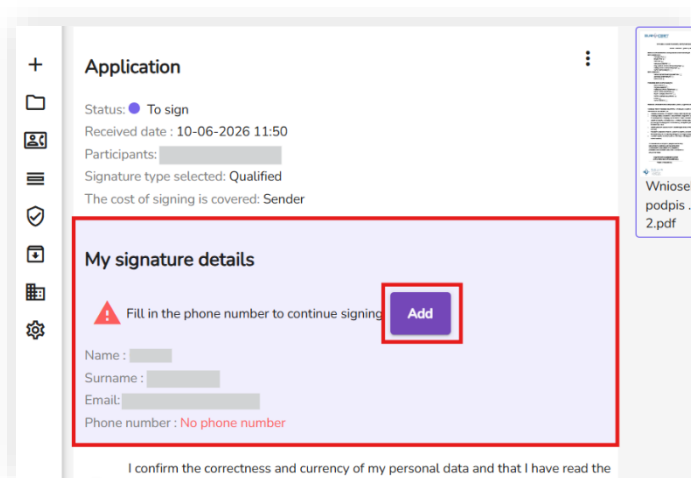
1. After logging in, **click the tile "Waiting for my signature"**.



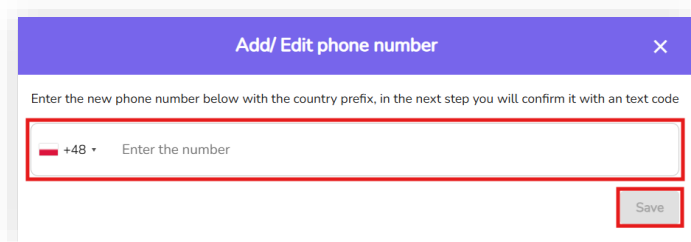
2. From the list of documents, **choose the one you want to sign and click it.**



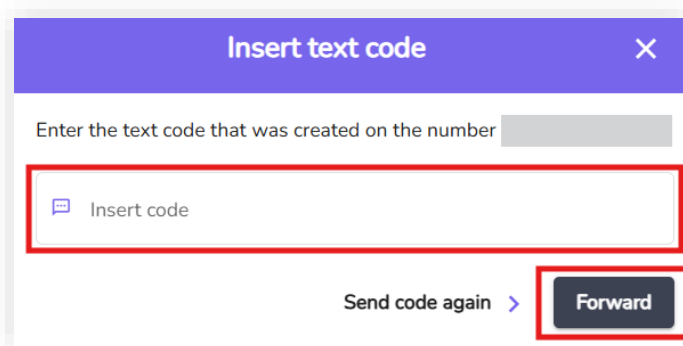
3. In the "My signature details" section, **add your phone number by clicking "Add"**.



4. **Enter your phone number and click "Save"**.

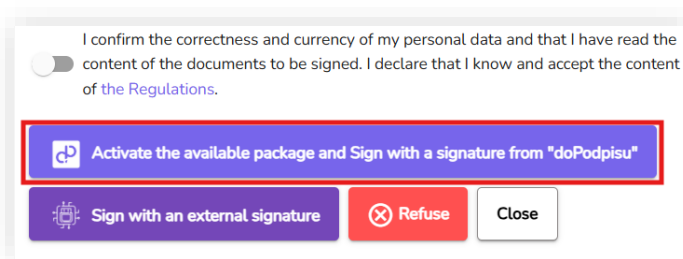


5. Enter the code received via SMS and click “Forward”.



The screenshot shows a dialog box titled "Insert text code" with a close button (X) in the top right corner. Below the title, there is a text input field with a placeholder "Enter the text code that was created on the number" followed by a greyed-out number field. Below this is a larger text input field with a red border and a placeholder "Insert code". At the bottom right, there is a "Send code again" link with a right-pointing arrow and a "Forward" button with a red border.

6. Click “Activate the available package and Sign with a signature from doPodpisu” to activate the signature package provided by the sender.

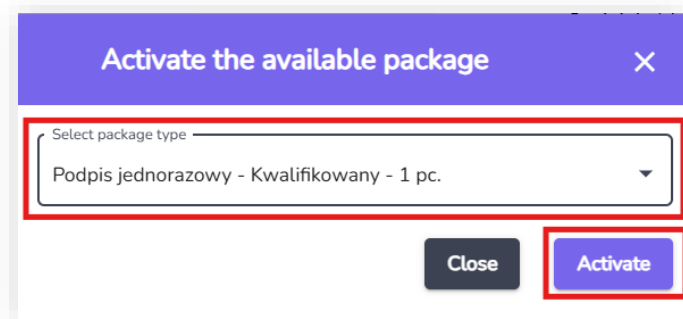


The screenshot shows a confirmation dialog box. At the top, there is a toggle switch and a paragraph of text: "I confirm the correctness and currency of my personal data and that I have read the content of the documents to be signed. I declare that I know and accept the content of the Regulations." Below this, there are three buttons: "Activate the available package and Sign with a signature from 'doPodpisu'" (highlighted with a red border), "Sign with an external signature", "Refuse", and "Close".

Note

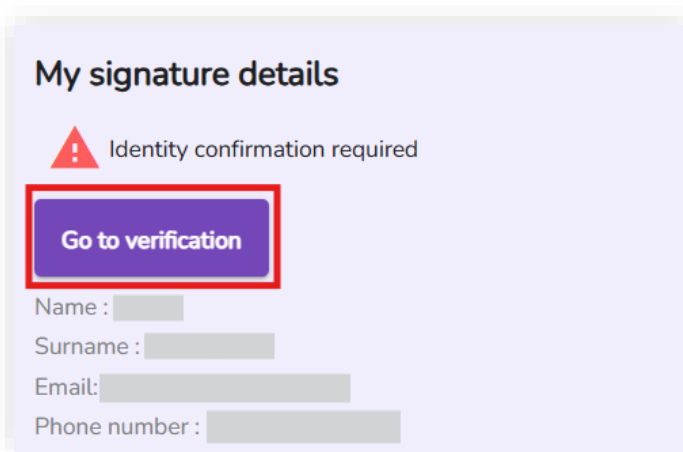
From the moment you activate the signature package, **you have 7 days to complete identity verification (online) and sign the documents.**

7. Select an available signature package from the list and click “Activate”.



The screenshot shows a dialog box titled "Activate the available package" with a close button (X) in the top right corner. Below the title, there is a dropdown menu with the text "Select package type" and a selected option "Podpis jednorazowy - Kwalifikowany - 1 pc.". At the bottom right, there are two buttons: "Close" and "Activate" (highlighted with a red border).

8. The “Go to verification” button is now active. Click it to start identity verification.



The screenshot shows a page titled "My signature details". At the top, there is a red warning triangle icon and the text "Identity confirmation required". Below this, there is a "Go to verification" button with a red border. Underneath, there are four input fields: "Name:", "Surname:", "Email:", and "Phone number:", each followed by a greyed-out placeholder.

9. Choose one of the available identity verification methods.

Note

The next section describes each method in detail.

Important

Each method requires:

- internet access
- an identity document

Choose your identification method



mObywatel + Polish ID

Confirm your identity using the mObywatel app and your Polish ID card with an electronic chip.



In browser

Confirm your identity in a browser on your phone or computer using your ID card or passport.



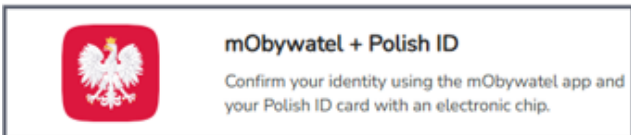

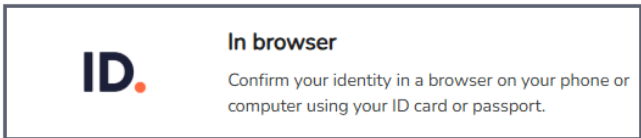
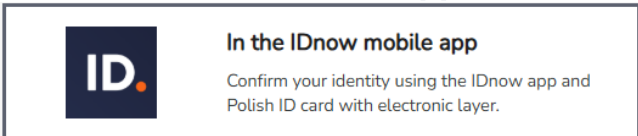
In the IDnow mobile app


Confirm your identity using the IDnow app and Polish ID card with electronic layer.



In Nect mobile application


Confirm your identity using a mobile app, phone, ID card, or passport.

Method	Requirements
<p>a) mObywatel + Polish ID</p> 	<p>Choose this method if you have a Polish ID card with an electronic layer (issued since 2019) and the mObywatel app installed.</p> <p>Check before selecting: – your ID has the electronic layer symbol:  (top right corner)</p>
<p>b) In browser (IDnow)</p> 	<p>Complete the entire process in a browser without installing an app.</p> <p>Prepare: – ID card or passport (from the supported list)</p> <p>Recommendation: – Use a phone—the camera quality is usually better and speeds up the process compared to a computer webcam.</p>
<p>c) In the IDnow mobile app</p> 	<p>Install the Autoident IDnow app and complete verification on your phone.</p>

	<p>Prepare:</p> <ul style="list-style-type: none">- ID card or passport (from the supported list)
<p>d) In Nect mobile application</p> <div data-bbox="108 383 737 517" style="border: 1px solid black; padding: 5px;"><p>In Nect mobile application Confirm your identity using a mobile app, phone, ID card, or passport.</p></div>	<p>Install the Nect app and complete verification on your phone.</p> <p>Additional requirement:</p> <ul style="list-style-type: none">- microphone access

Step 3. Identity verification

Method: In browser (IDnow)



In browser
 Confirm your identity in a browser on your phone or computer using your ID card or passport.

To complete this identity verification method, you will need:

	Camera on your phone or computer		Good lighting and a private location
	ID card or passport		Willingness to take a selfie

Note

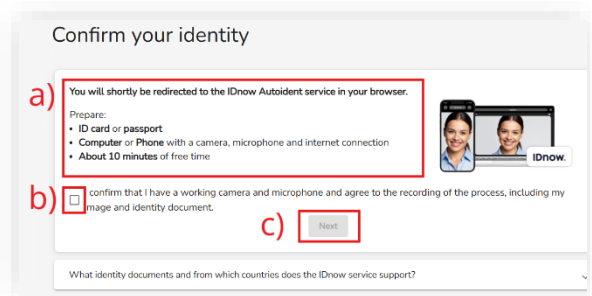
Most built-in laptop cameras and external webcams do not meet resolution requirements, so verification may be rejected due to poor image quality. **We recommend using a phone browser.**

Important

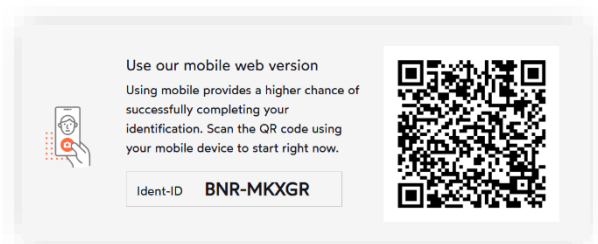
The presence of third parties during identity verification may result in interruption or failure of the process.

During identity verification, make sure you are alone in the room and complete the process independently.

1. Start the process
 - a) **Read the instructions**
 - b) **Give consent** to image capture
 - c) **Click "Next"**

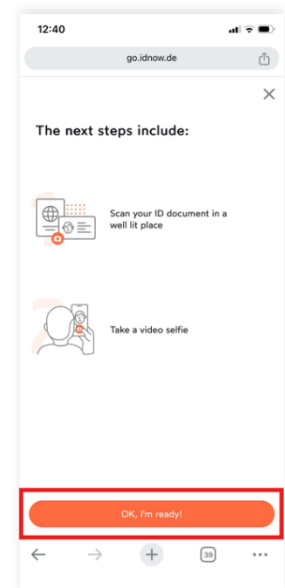
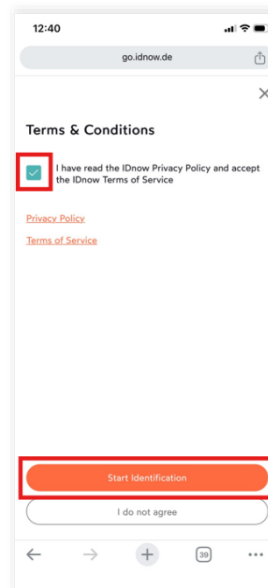


2. For a smoother process, **scan the QR code and continue in the browser on your phone.**

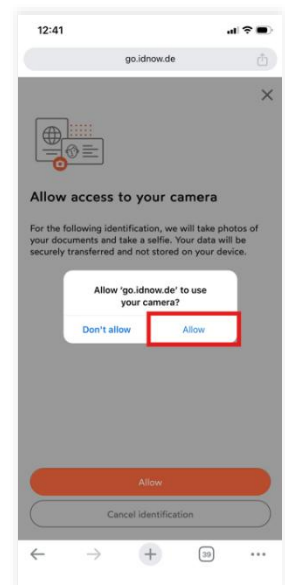
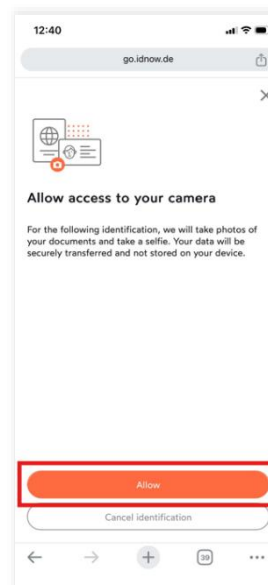


3. **Accept the terms and click “Start identification”.**

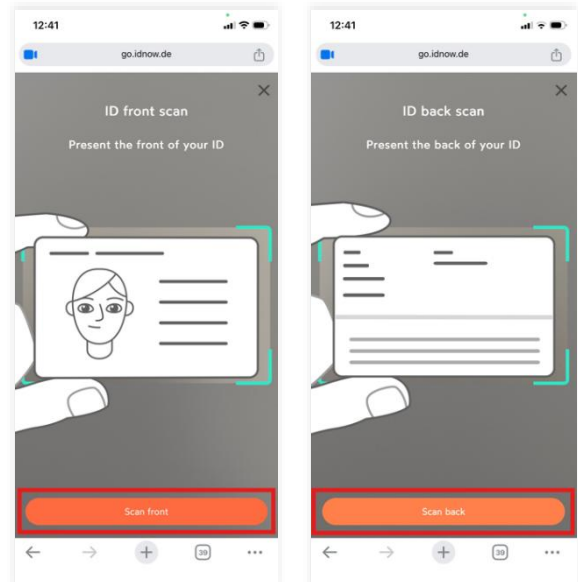
4. **Click “OK, I’m ready!”.**



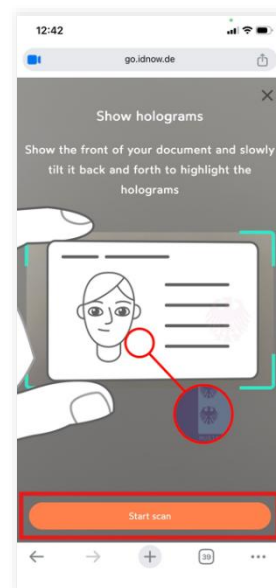
5. **Allow camera access: click “Allow”, then confirm access for “go.idnow.de”.**



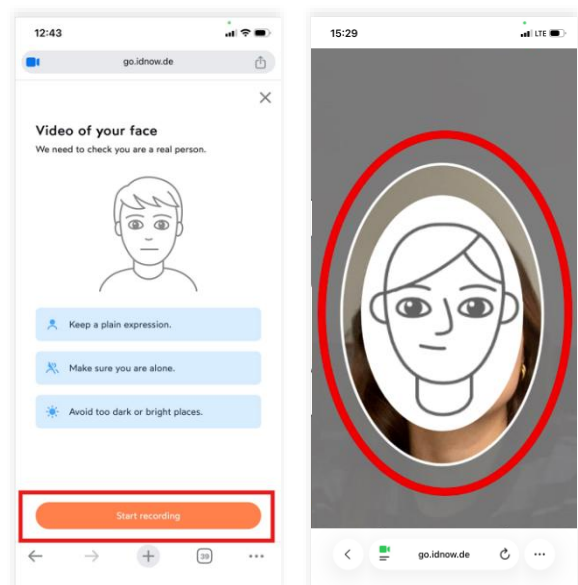
6. You will be asked to scan the front and then the back side of the document. During scanning, the document must remain within the frame marked by green corners. Prepare the document - **hold it steady in your hand or place it on a desk. When you are ready to scan, press the button below the screen.**



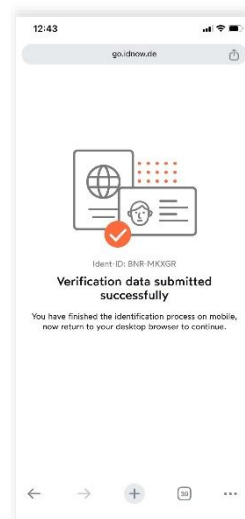
7. Turn the document to the side where the hologram is visible and **click "Start scanning"** to capture the hologram. **Move the document in your hand so that the camera can clearly capture the shimmering hologram. Follow the movements shown in the instructional animation.**



8. The next step is a facial video. Face a light source so that your face is evenly illuminated. Then **raise the phone to face level and click "Start recording"**.

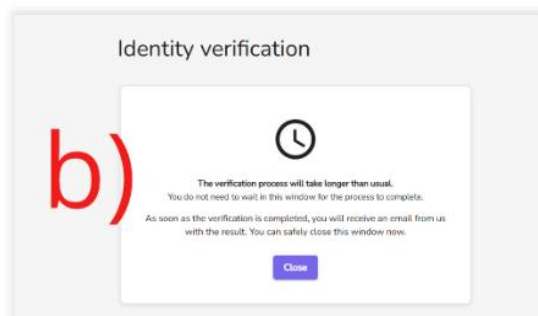
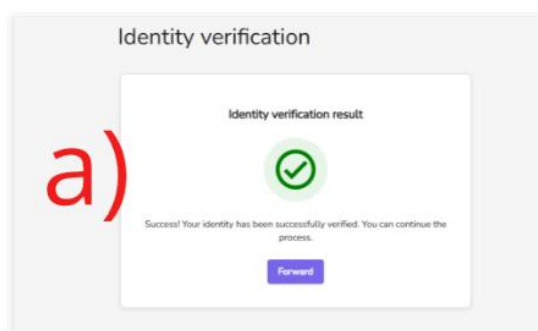


9. After a moment, a screen will appear confirming that the identity verification process has been completed. **Return to the browser window on your computer.**

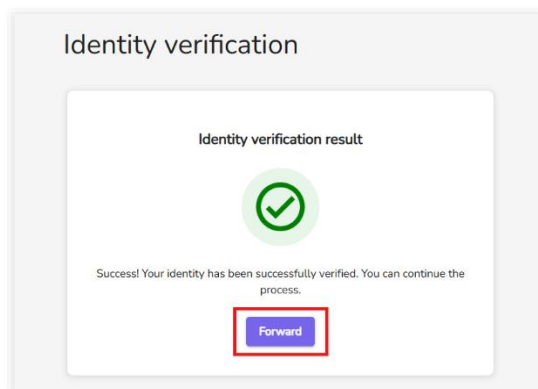


10. Identity verification may be carried out automatically or directed to additional review by a consultant. Depending on the outcome, an appropriate message will appear in doPodpisu.pl:


- a) **Identity verification completed successfully.**
- b) **Identity verification requires additional checks and will take longer (up to 24 hours).** You will receive an email notification once it is completed.



11. Once you receive a positive verification result, **click "Forward"** to return to the document you want to sign. **Instructions on how to sign the document can be found in this guide, in the section "Step 4. Signing the document".**









Method: In the IDnow mobile app



In the IDnow mobile app

Confirm your identity using the IDnow app and Polish ID card with electronic layer.

To complete this identity verification method, you will need:

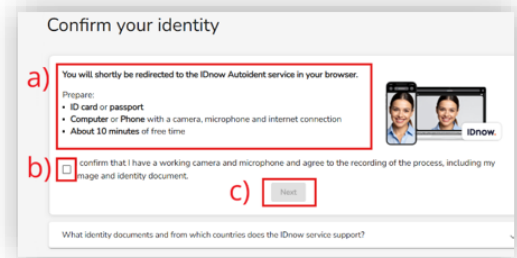
	Autoident IDnow app		Stable internet connection
	Phone camera		Good lighting and a private location
	ID card or passport		Willingness to take a selfie

i Important

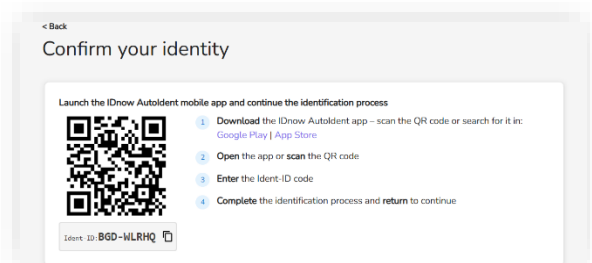
The presence of third parties during identity verification may result in interruption or failure of the process.

During identity verification, make sure you are alone in the room and complete the process independently.

1. Start the process
 - a) **Read the instructions**
 - b) **Give consent** to image capture
 - c) **Click "Next"**



2. **Follow the instructions provided on the website.** Start by **downloading and installing the "Autoident" application**, available for Android and iOS systems.



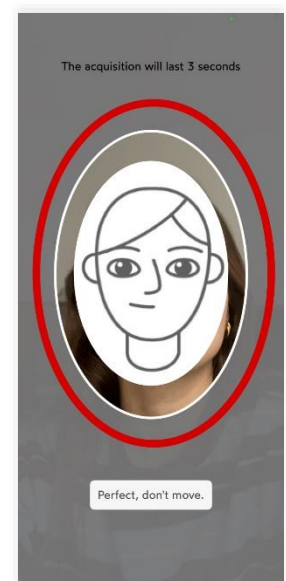
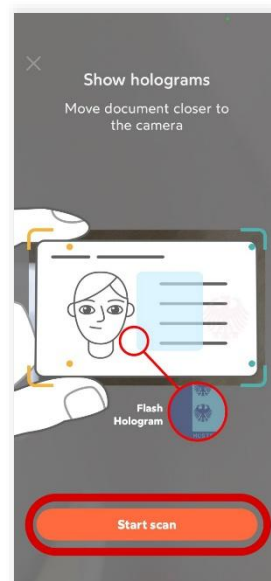
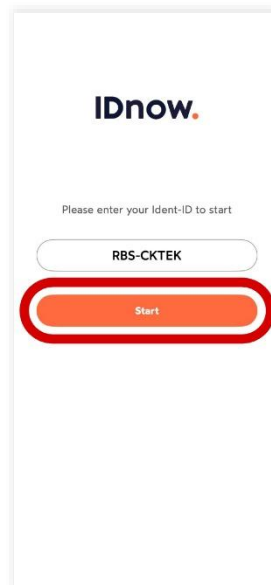
3. After downloading the application, **enter the Ident-ID code** or **scan the QR code** displayed on the start screen in doPodpisu.pl. **Click the “Start” button.**

4. **Click “OK, I’m ready!”** to begin identity verification.

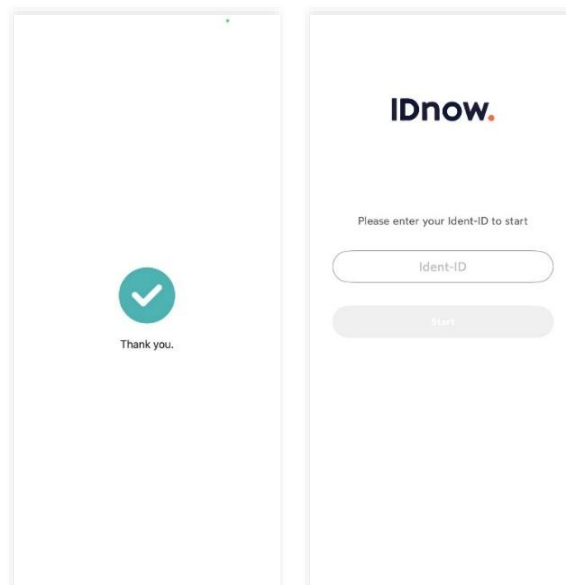
5. You will be asked to scan the front and then the back side of the document. During scanning, the document must remain within the frame marked with green corners. Prepare the document - **hold it steady in your hand or place it on a desk. When you are ready to scan, press the button below the screen.**

6. Turn the document to the side where the hologram is visible and click **“Start scan”** to scan the hologram on the document. **Move the document in your hand so that the camera can clearly capture the shimmering hologram. Follow the movements shown in the instructional animation.**

7. The next step is a facial video. Face a light source so that your face is evenly illuminated. Then **raise the phone to face level and click the “Start recording” button.**



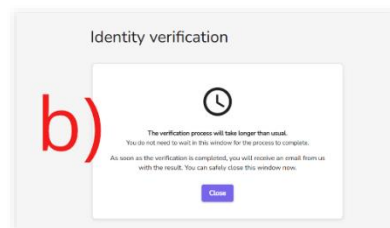
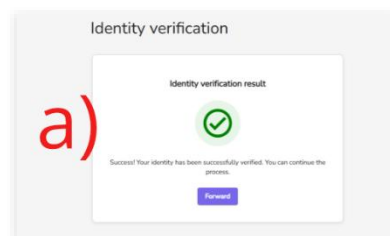
8. After completing the process, you will be redirected to the start screen. At this point, **return to your browser and finish signing the document on the doPodpisu.pl website.**



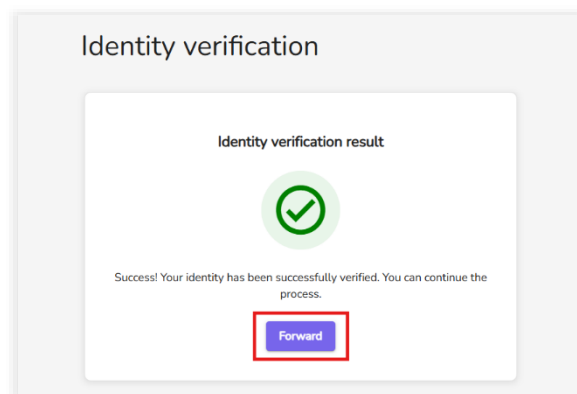
9. Identity verification may be carried out automatically or directed to additional review by a consultant. Depending on the outcome, an appropriate message will appear in doPodpisu.pl:

a) **Identity verification completed successfully.**


b) **Identity verification requires additional checks and will take longer (up to 24 hours).** You will receive an email notification once it is completed.



10. Once you receive a positive verification result, **click "Next"** to return to the document you want to sign. **Instructions on how to sign the document can be found in this guide, in the section "Step 4. Signing the document"**.









Method: In Nect mobile application



In Nect mobile application
 Confirm your identity using a mobile app, phone, ID card, or passport.

To complete this identity verification method, you will need:

	Nect Wallet mobile app		Stable internet connection
	Phone camera		Good lighting and a private location
	ID card or passport		Willingness to take a selfie

i Important

The presence of third parties during identity verification may result in interruption or failure of the process.
 During identity verification, make sure you are alone in the room and complete the process independently.

1. Download and install the “NECT Wallet” application on your smartphone, which will be used for remote identity verification. You can find it in the app store:

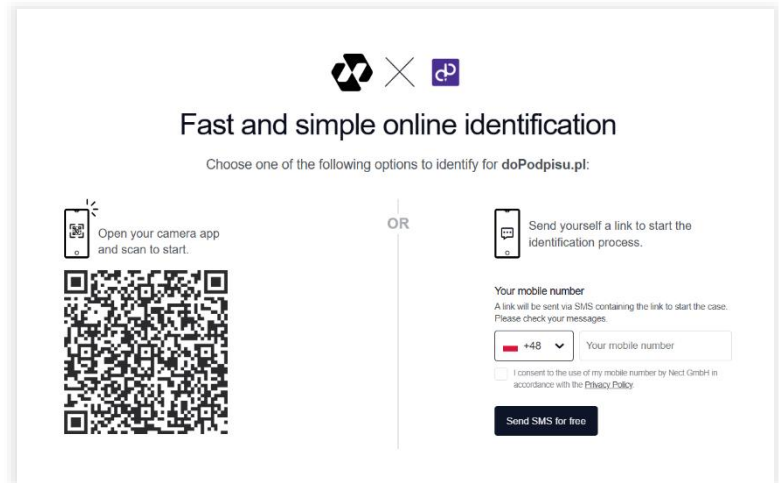


2. In the browser window on your computer, click “Start verifying your NECT identity”.

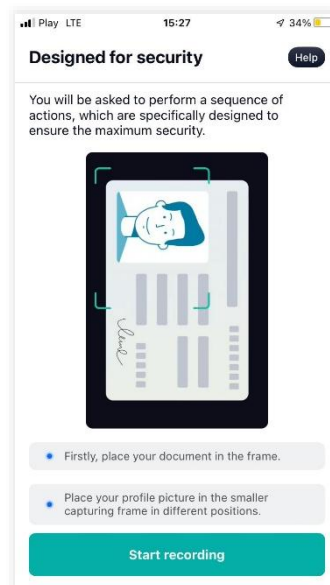
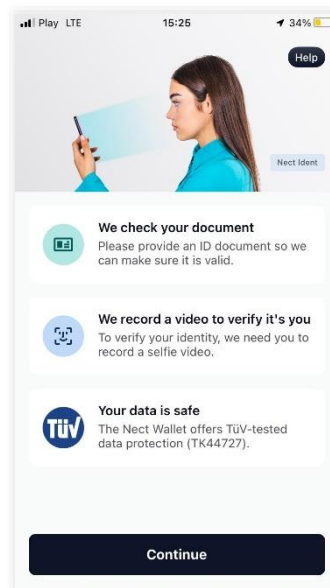
Verification will take approximately 10 minutes. You have a maximum of 1 hour to complete the process.

[Start verifying your NECT identity](#)

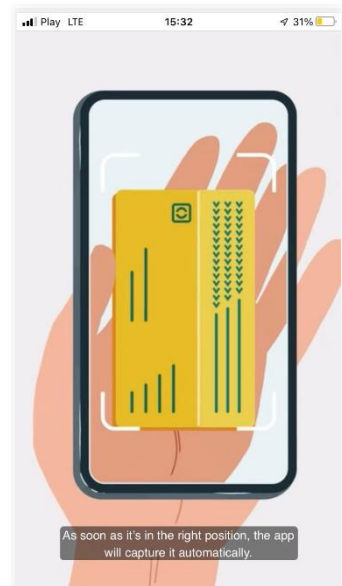
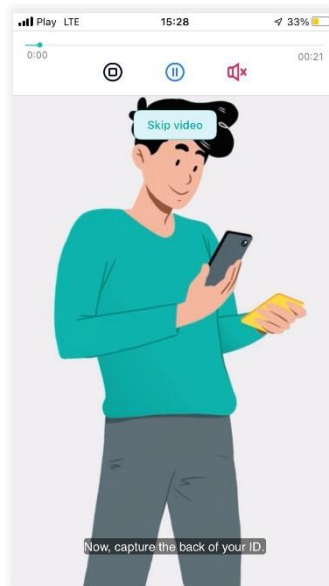
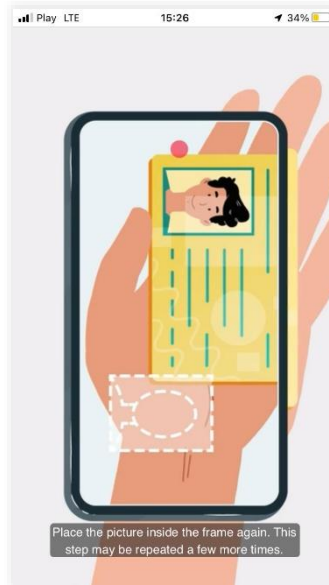
3. Launch the Nect Wallet application on your smartphone and scan the QR code displayed on your screen.



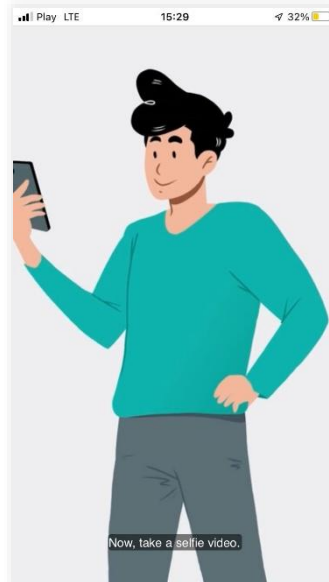
4. Follow the instructions in the application. Below are screenshots of the subsequent stages of the process:



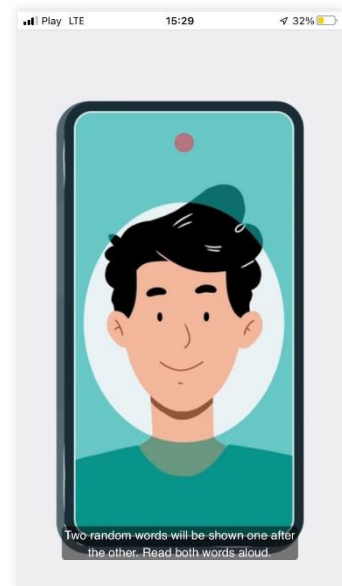
a) Verification of the front side of the identity document.



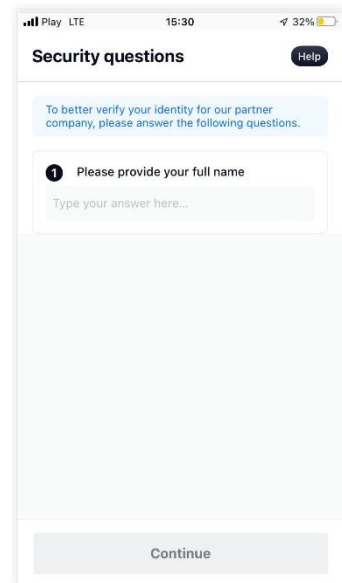
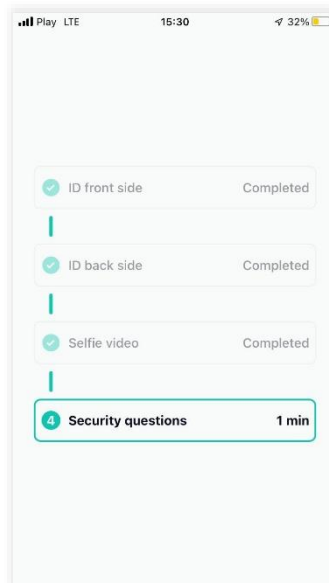
b) Verification of the back side of the identity document.



c) Selfie video verification.

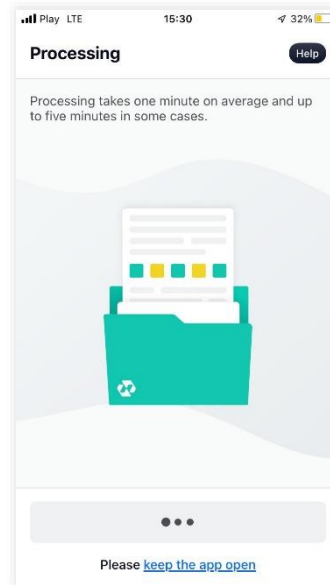


d) Security question – enter your first and last name.



5. After the process, the system will begin processing and analyzing the collected data in order to correctly confirm your identity.

Processing may take from 2 up to 20 minutes. Do not close the application until you receive the verification result.

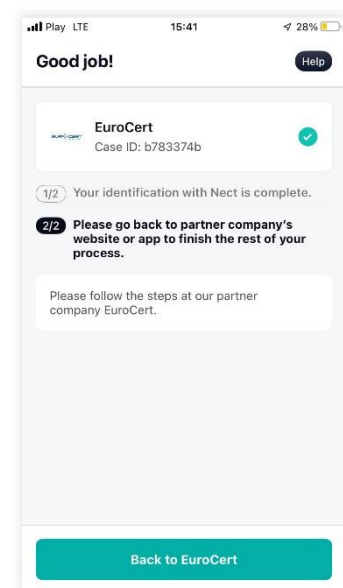
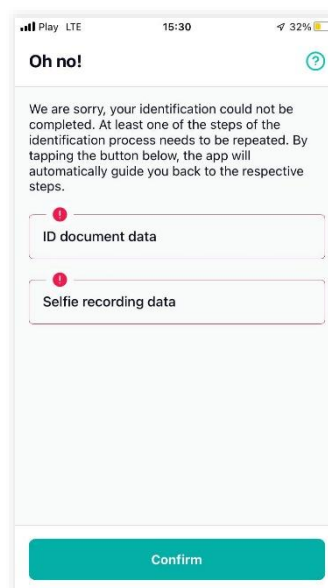


Note

It may happen that some steps are completed incorrectly. In such a case, the application will indicate a **negative identification result** and ask you to repeat selected steps. Follow the instructions displayed on the screen. **Please be patient, as the application may repeat the process from 2 up to 4 times.**

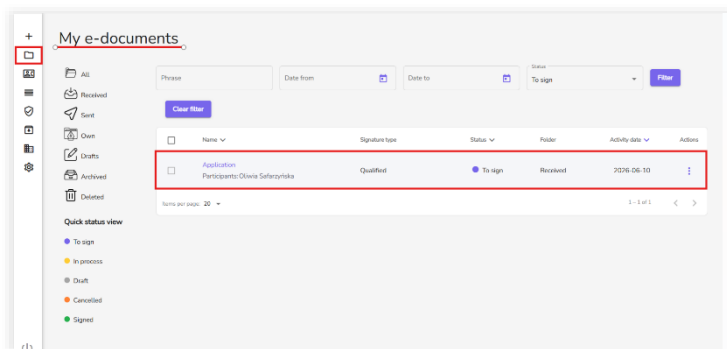
a) Negative identification result.

- b) Positive identification result.** After receiving this message, return to the browser window on your computer and complete the process on the doPodpisu.pl website.



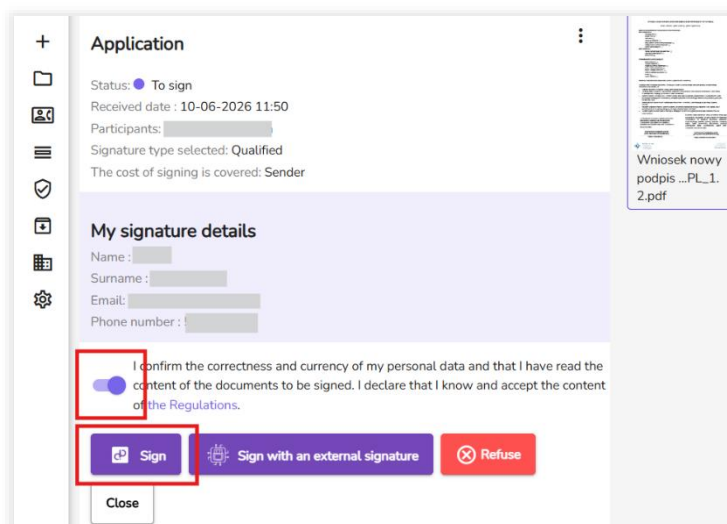
Step 4. Signing the document

1. Go to the “My e-documents” tab and select the document you want to sign.

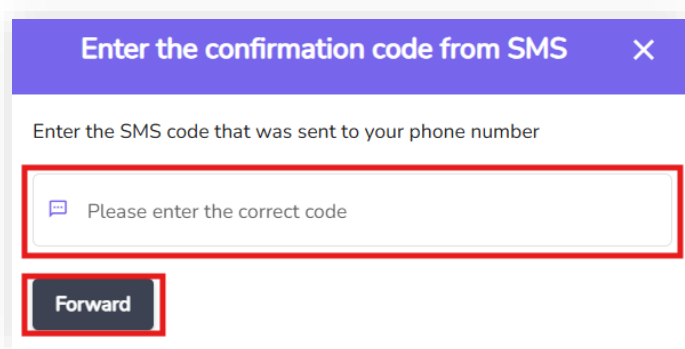


2. Review the content of the documents received for signing, then:

- a) Check that your signature details are correct
- b) Toggle the switch to submit the declaration
- c) Click “Sign”



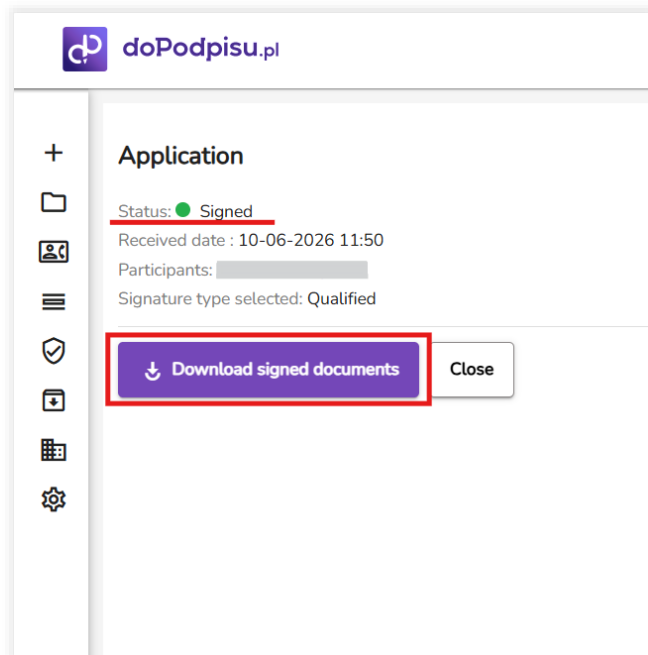
3. Enter the SMS code you received to sign the document.



4. After a moment, you will receive a confirmation message that the document has been signed and sent to the Sender.

a) Status: In progress – this means that **other parties still need to sign these documents**. You will receive an email notification once all required parties have signed.

b) Status: Signed – this means that **all required parties have signed and you can download the signed document** to save it in your own records.



a) ● In process b) ● Signed