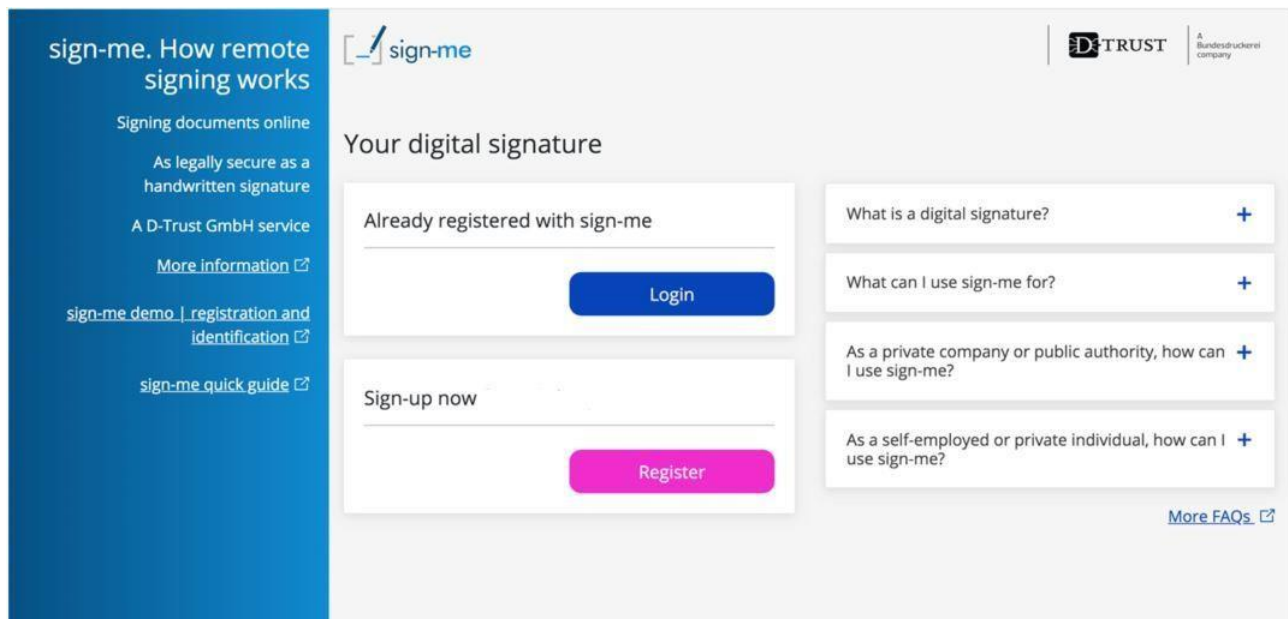




Remote signature with sign-me

Quick reference guide for registration, identification and signing in the sign-me web portal for the self-employed or private individuals

The remote signature service sign-me by D-TRUST, the qualified trust service provider of Bundesdruckerei, allows users to digitally sign contracts, offers and any kind of PDF document.



Landing page of the sign-me application

Registration

1. Open www.sign-me.de in your browser.
2. Click **Register**.
3. Enter your data in the registration form and click **Continue** to confirm. You will immediately receive an e-mail with a confirmation link. **Note:** Please enter your personal data as shown on your ID card.
4. Open the e-mail with the confirmation link in your personal e-mail inbox and open the link to complete your registration.

Note: If you do not receive an e-mail from us, please check your spam folder. You are now registered and can logon to www.sign-me.de to identify yourself in the second step.

Once you confirm the e-mail address you will receive a start credit of 10 coins.

Identification

1. Open www.sign-me.de.
2. Click **Identification**. Please note that you will be asked to agree to the sign-me terms of use before the identification process begins. Activate all the checkboxes and click **Continue** to confirm. For fast identification, we recommend that you use the online ID function of your German ID card – identification using the eID function is currently free of charge on the sign-me web portal. To do this, you will need:
 - A PC or notebook as well as a card reader or an NFC-enabled smartphone
 - AusweisApp2 must be installed and running on the notebook
 - The online identification function of your ID card and your PIN must be activated

The illustration shows a person sitting at a desk with a laptop, holding a smartphone. A large hand is holding a smartphone displaying the 'Identify' screen of the AusweisApp2. The screen shows a warning: 'Warning: From you have the responsibility to read the data displayed on your ID card.' Below this, it says 'Governmental GmbH & Co. KG' and 'Federal Police'. A 'START' button is visible. Underneath, there is a 'Required data' section with fields for 'Surname', 'Birth date', and 'First name'. To the left of the person, there are three boxes: 'What's needed:' (An ID card or electronic residence permit with an activated online ID function and PIN, NFC-enabled smart phone or card reader, AusweisApp2 on a PC or smart phone), 'Advantages:' (Always available, fast and reliable), and 'Time required: 2 minutes'. To the right, a 'How it works:' box lists four steps: 1. The user is registered with sign-me, 2. The user opens AusweisApp2 and activates the smart phone or card reader, 3. The mobile phone number is checked via SMS-TAN, 4. The user confirms the required ID data by entering the PIN.

Online identification with the German ID card (eID function)

When you start AusweisApp2, please hold your ID card against the back of your smartphone and vary both the distance and the angle. If using a PC or notebook, place the ID card on your card reader. Now follow the instructions of AusweisApp2 and the card reader. When you enter the PIN, the procedure is completed.

3. Alternatively, you can use the **VideoIdent** procedure. Please note that it costs 50 sign-me coins to identify yourself using VideoIdent. If you do not have sufficient credit, you can purchase additional coins from our partner [ReinerSCT](#). In this case, select **Other identification**. You will need the following for video identification:

- A notebook with a microphone and camera or a smartphone
- Your ID card or passport
- Internet access with Google Chrome, Mozilla Firefox, Opera, Safari or Edge (not Internet Explorer). For Video-Ident via smartphone or tablet please use Google Chrome on your Android device or Safari on your iOS device.

Please read the useful tips for video identification and click **Continue**. You will then be directed to the IdentityTM website.

What's needed:
A PC with an Internet browser, microphone and camera or smart phone with the app from identity™
Network with at least 0.5 Mbps
Mobile phone for receiving SMS-TANs von SMS-TAN

Advantages:
Suitable for checking ID cards from many countries

Time required: 5-15 minutes

How it works:

- 1 The user's identity is verified by the identifier in a video session
- 2 Live images of the user's ID document and facial image are transmitted online
- 3 The user completes and checks the personal data
- 4 The user confirms the forwarding of the data by SMS-TAN
- 5 The identity™ back office checks the data captured using a 4-eyes-principle

Online identification with Video-Ident

Please read the general Terms and Conditions and the Privacy Policy and click to confirm in order to activate the checkbox. Then click **Start identification**. Select the type of document by clicking **ID card** or **Passport**.

A new window will pop up. You will now be prompted to hold your document in front of the camera. Take a photo of both the front and back of the document.

Confirm the photos with **Continue**. Click **Continue with test** in order to check the technical preconditions for video identification.

Once the test procedure has been successfully completed, click **Start**. You will be connected to a staff member in a video session. Now follow the instructions by the staff member.



Important! Do not close the browser during or after the video session as this will abort the procedure and you would then have to start over from the very beginning again. After the video session, your data will be checked. This can take a few minutes. Please wait and then follow the instructions which will direct you to where you can generate signature certificates.

4. If you do not have a suitable browser, you can use the VideoIdent method with the mobile app from identityTM.

In this case, install the identity app from our partner identityTM on your iOS or Android device. Using any browser, logon onto www.sign-me.de and start the identification procedure until you are notified on the page that your technical preconditions are not fulfilled. Make a note of the tracking number and enter this into the identity app together with your family name.

Activating the signature account

1. Click **Continue** in the browser window that is still open.
2. You will then be redirected to your signature account and your signature certificates will be generated. You can view these at any time in the portal under "Manage signature certificates"
3. You can upload and digitally sign PDF documents straight away.

Digitally signing in seven steps

1. Open www.sign-me.de.
2. Select **Sign own PDF** and upload the PDF document.
3. Enter the position of your choice for the signature symbol.
4. Select **Qualified signature** for a legally recognised signature.
5. Request an SMS TAN and enter this. Alternatively, you can release the signature using the sign-me 2FA app.
6. Confirm the signature.
7. Download the signed PDF document.

The current version of Adobe Acrobat Reader DC shows the validity of the signature. The eIDAS logo stands for the qualified signature – with the same legal effect as a hand-written signature.

Setting up the sign-me 2FA app

- The sign-me 2FA (two-factor authentication) app can now be used as a convenient alternative to SMS-TAN. You can install this app on Android and iOS from the Google Play and Apple App store. You will then need to connect the app to your sign-me account once. To do this, go to "Settings" in www.sign-me.de and under "App login" choose a PIN for the releases and scan the QR code with the sign-me 2FA app.
- If you would like to use a different device, for instance, if you have a new smartphone, please start a new login under "Settings/App Login" and the connection with the old device will then be cancelled.
- If you want to use SMS-TAN again instead of the app, start a new login but do not complete it.
- The app is intuitive to use. To sign, select "Sign with app" and the app will automatically open on your smartphone and you will be promoted to release the signature with your PIN.



Would you like to digitally sign more documents?

You can purchase signature credit for your sign-me account from [Reiner SCT](#).

Would you like to integrate sign-me for digital signing into your document workflow? Get in touch with us at: vertrieb@d-trust.net

Find out more about [AusweisApp2](#) and about our product on our [website](#). FAQs as well as a support video can be found under [FAQs](#).