
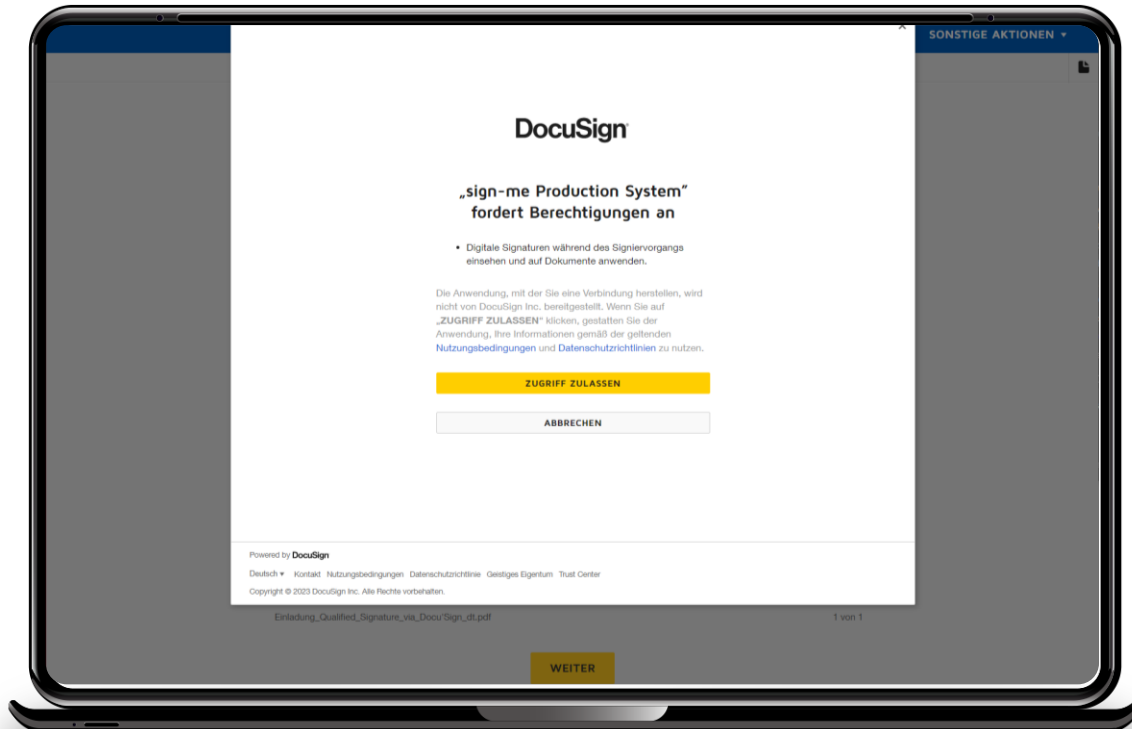


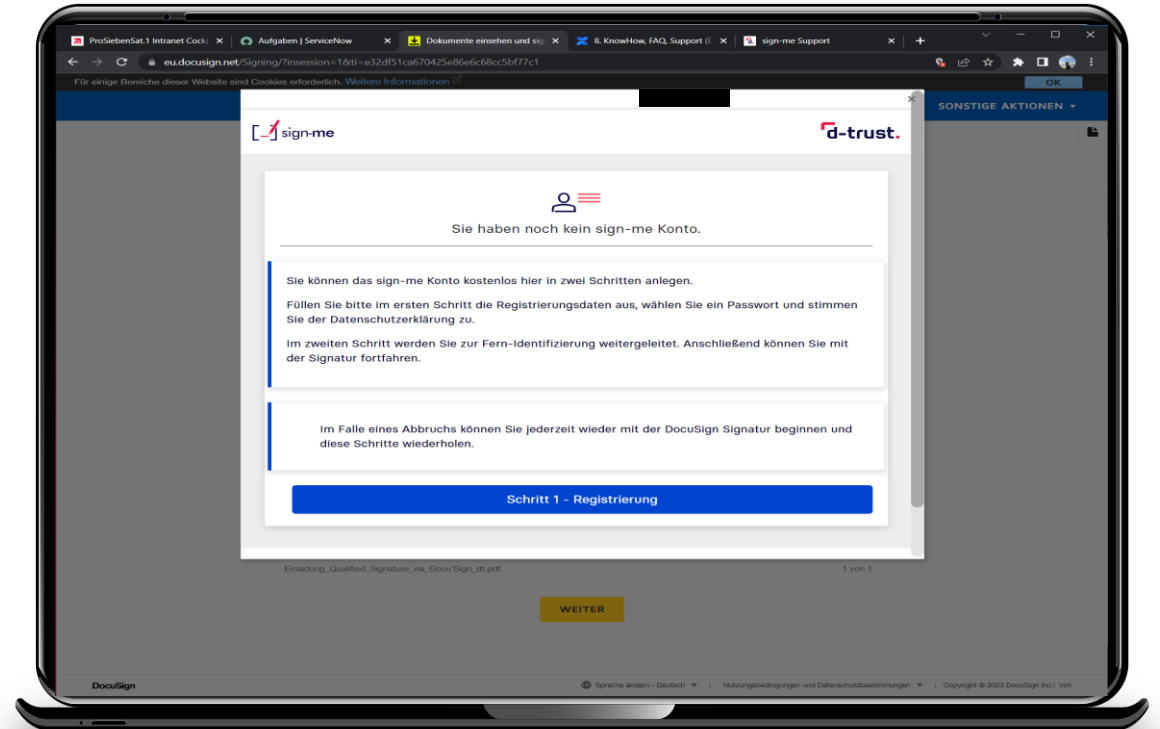
QUALIFIED ELECTRONIC SIGNATURE > INITIAL IDENT WITH E-ID FUNCTION

 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 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) with a dropdown menu; 'Vorname' (First name) and 'Nachname (ohne Titel)' (Last name, no title) text input fields; 'Ländervorwahl' (Country code) with a dropdown menu set to '+49'; and 'Mobilfunknummer' (Mobile phone number) with a text input field and a note 'Rufnummer ohne führende 0'. A 'WEITER' (Next) button is located at the bottom of the form. The DocuSign logo and 'd-trust' logo are visible in the top right corner.

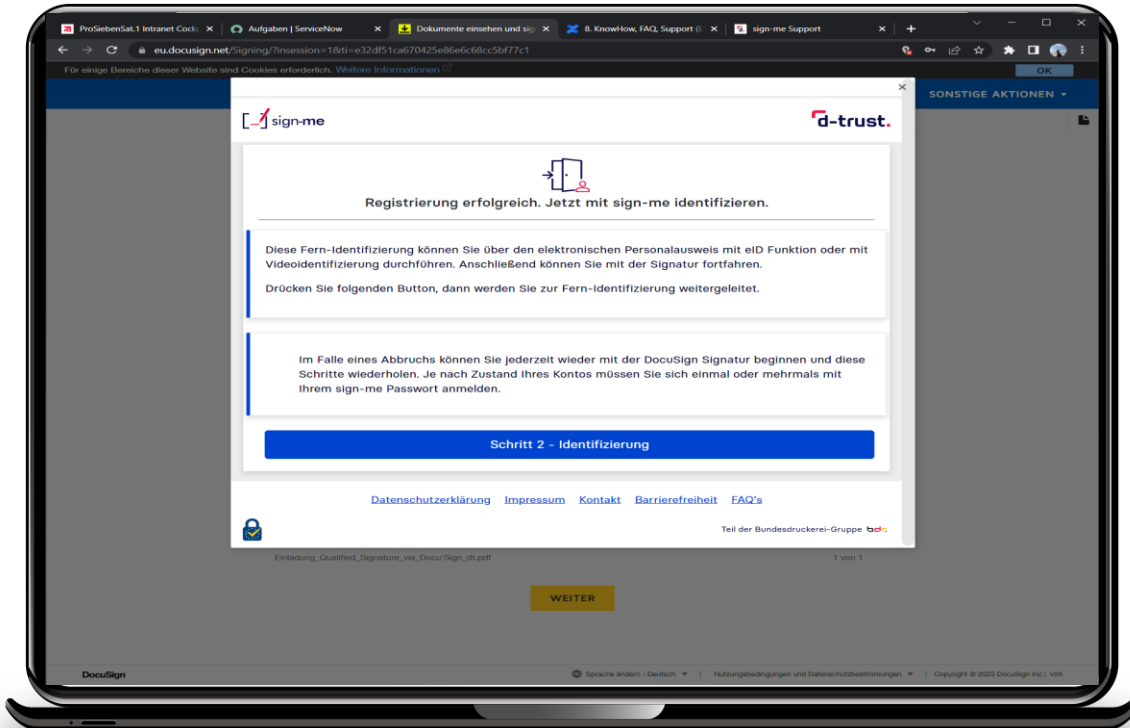
4 Set your own password that meets the requirements, accept privacy policy and continue(**weiter**).

The screenshot shows the 'Ihre Login-Daten' (Your login data) form. It includes an 'E-Mail-Adresse (schreibgeschützt)' (Email address, read-only) field. A password requirement message states: '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-'.' Below this are 'Passwort wählen' (Choose password) and 'Passwort wiederholen' (Repeat password) fields, both with eye icons. A 'Pflichtfelder' (Required fields) section contains a checkbox: 'Ich akzeptiere die Datenschutzerklärung von sign-me' (I accept the privacy policy of sign-me). 'Abbrechen' (Cancel) and 'Weiter' (Next) buttons are at the bottom. The DocuSign logo and 'd-trust' logo are visible in the top right corner.

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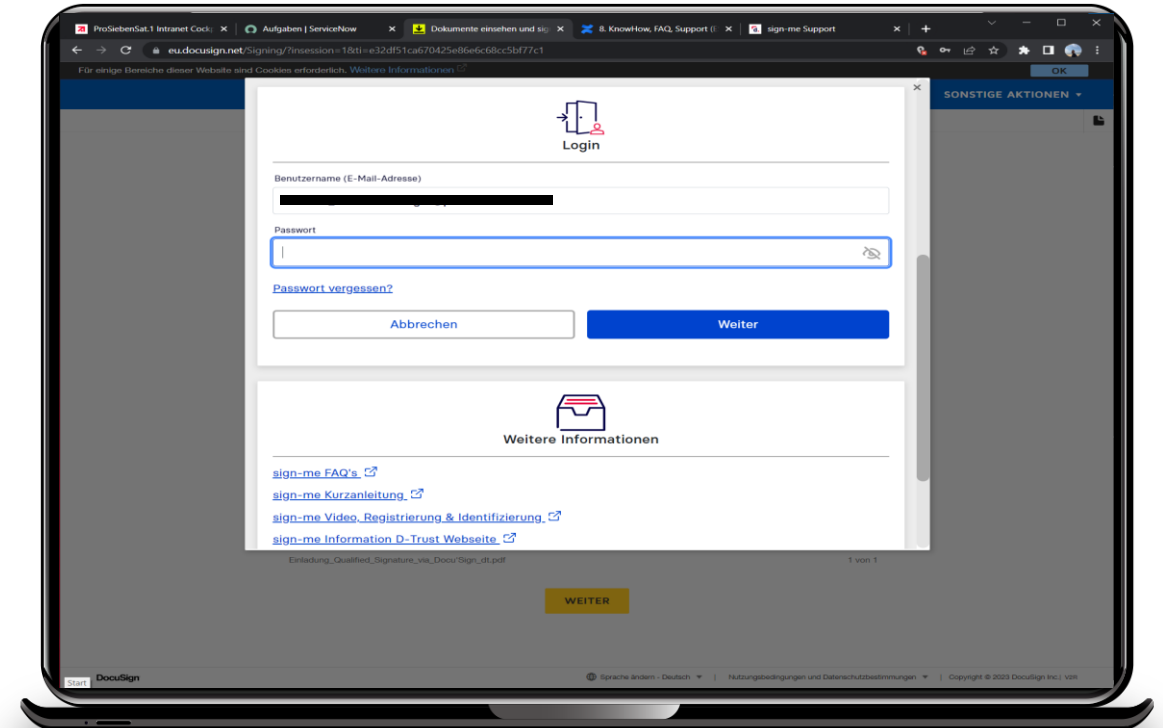
5

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



6

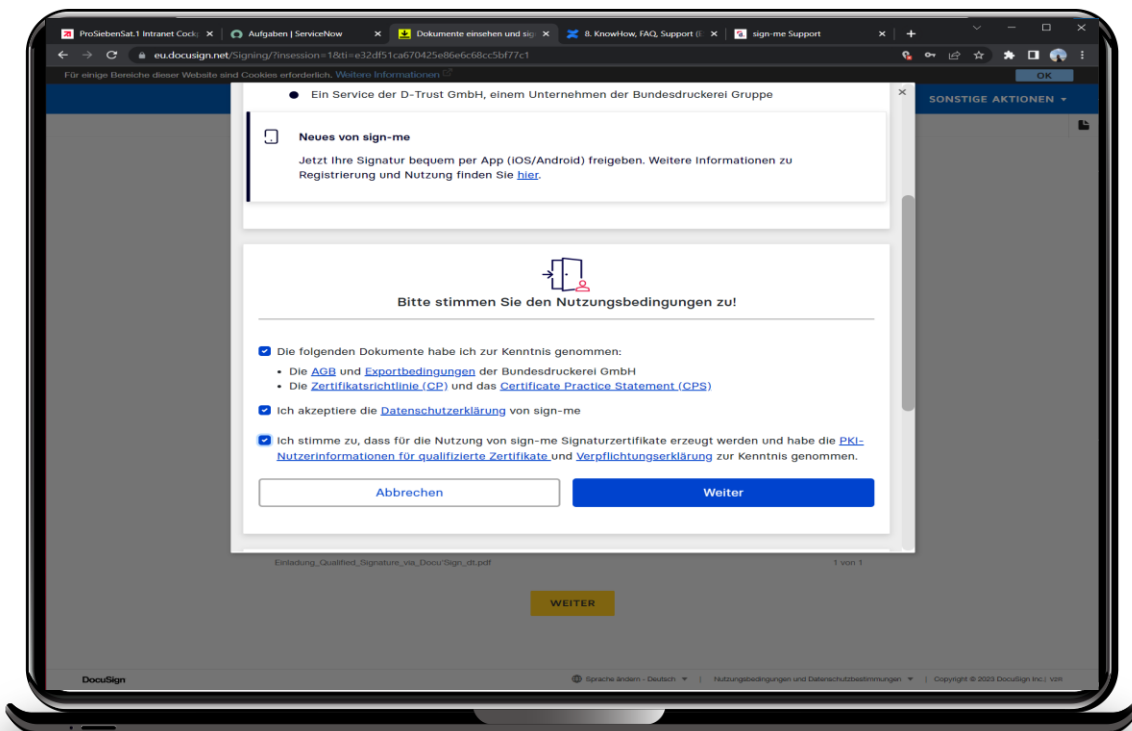
Login with the password from the previous registration, then continue (**weiter**).



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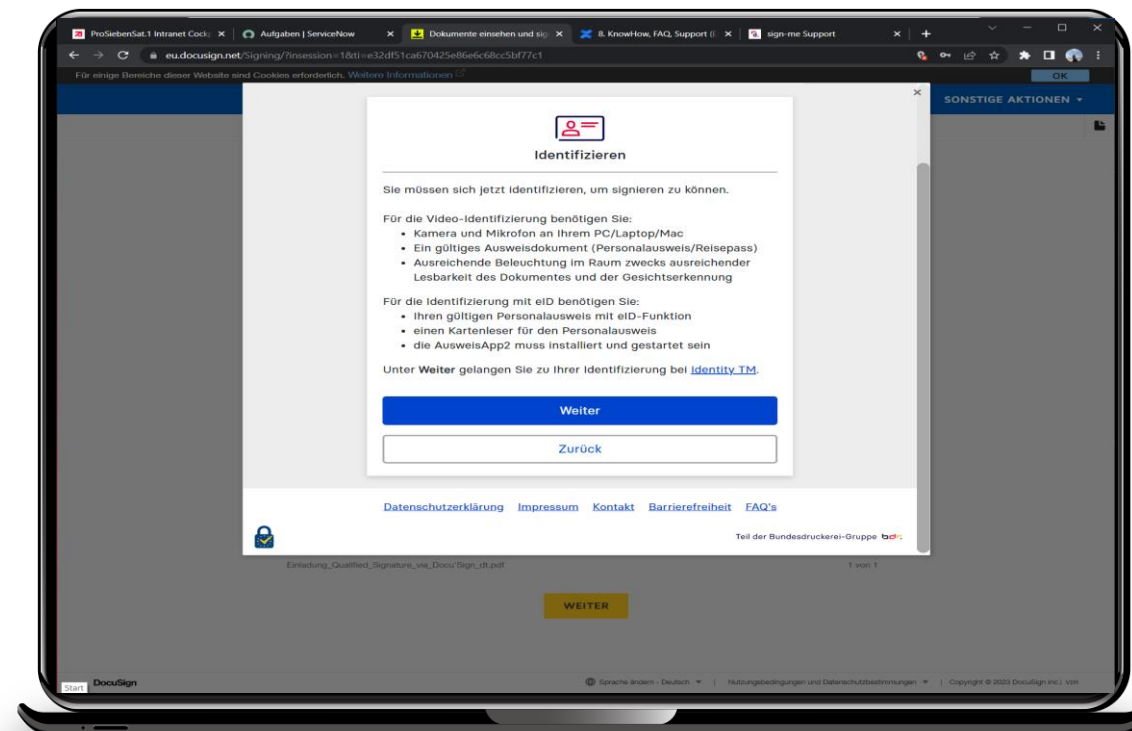
7

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



8

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

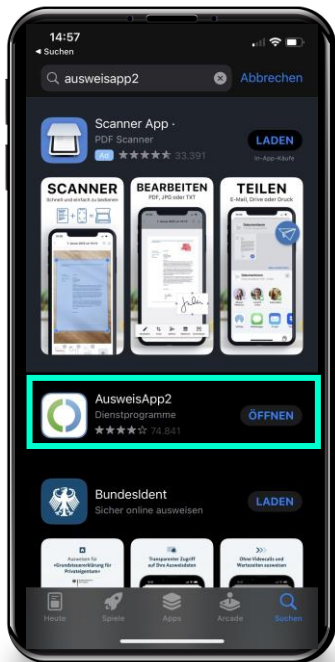


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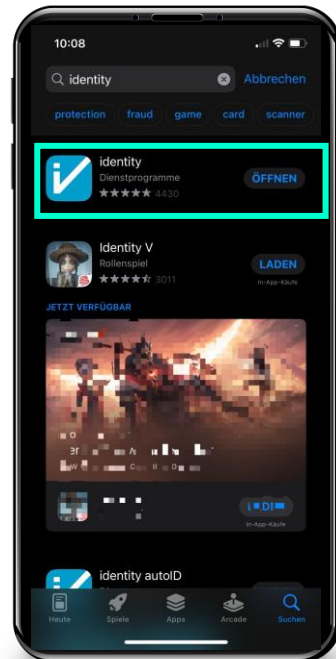
What is needed for Videoident with the eID?

- Smartphone with **launched AusweisApp2** and **identity** app from identity Trust Management AG (**not identity autoID** or **identity online**)

AusweisApp2

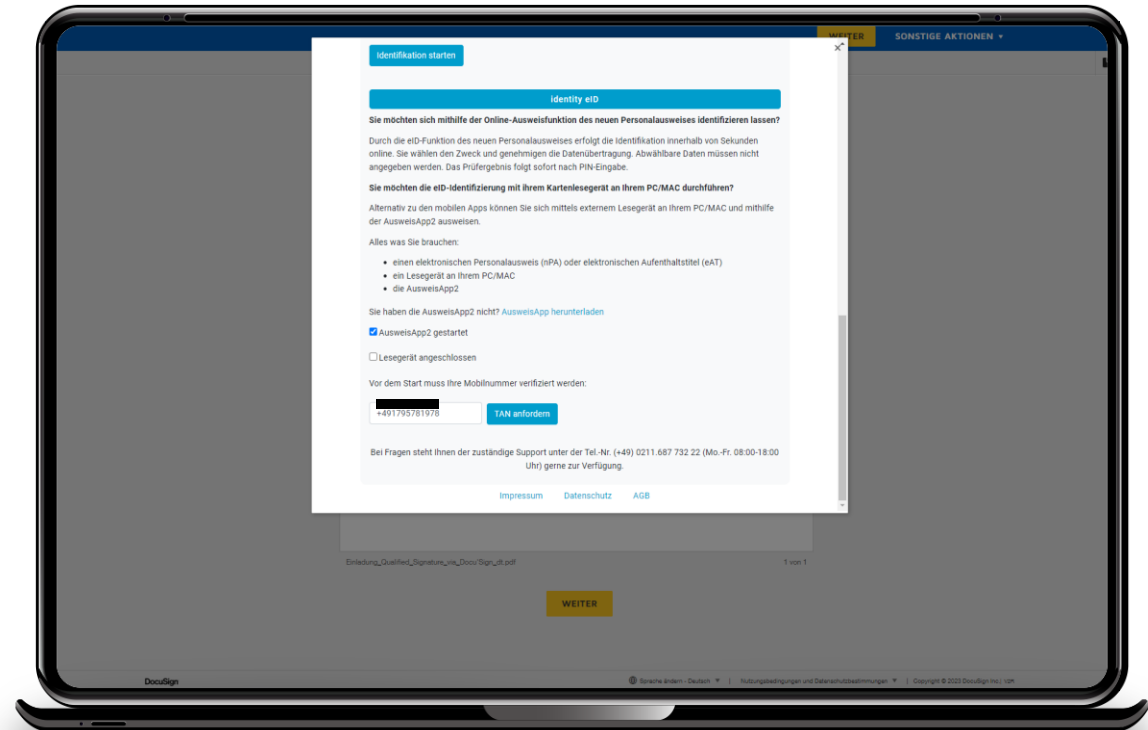


identity

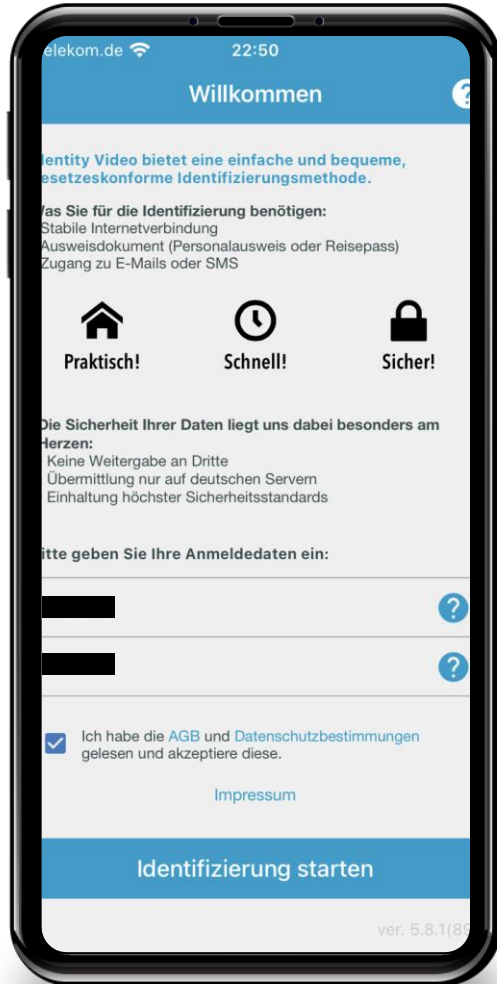


9

Start **Ausweis2App** and request **TAN**

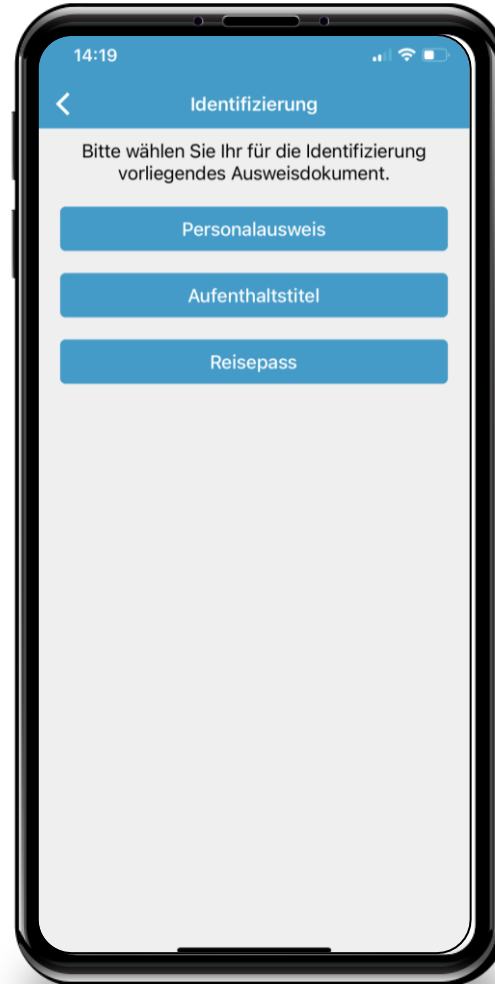


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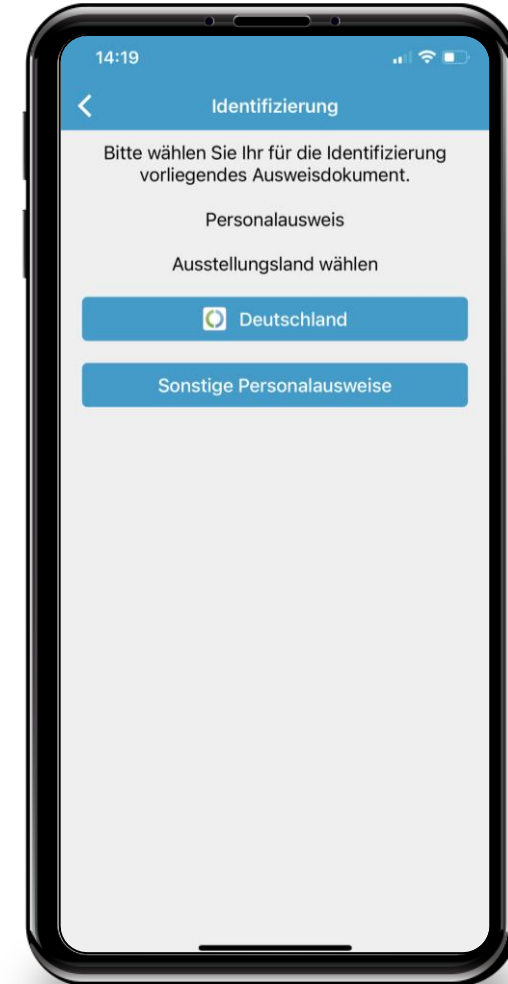
10

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



11

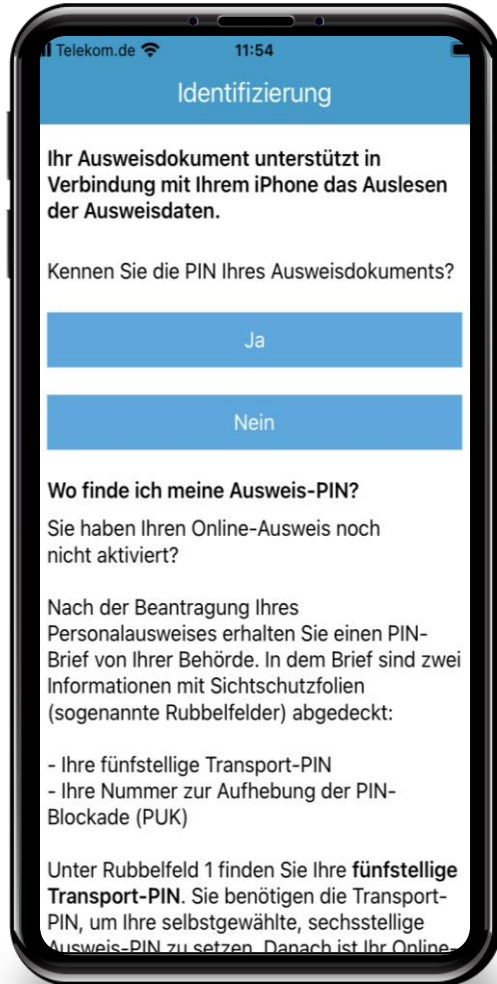
Choose ID card (**Personal- ausweis**).



12

Choose country of issuance (**Ausstellungs- land**).

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13

Have the **PIN** of the ID document ready and click yes (**Ja**).



14

Request TAN (**TAN anfragen**) and verify your mobil number.



15

Confirm read access und click continue (**Weiter**).

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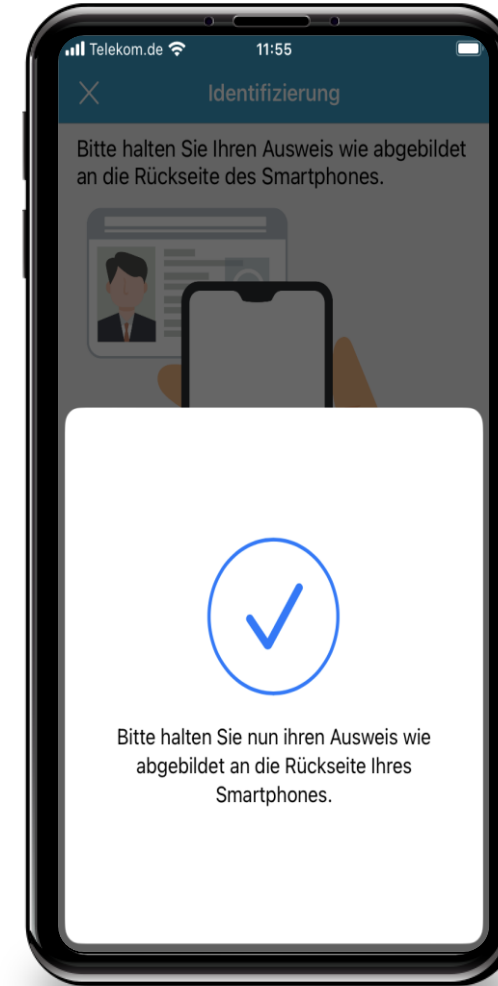
16

Follow the instructions on the screen und click continue (**Weiter**).



17

Scan your ID and wait for response.



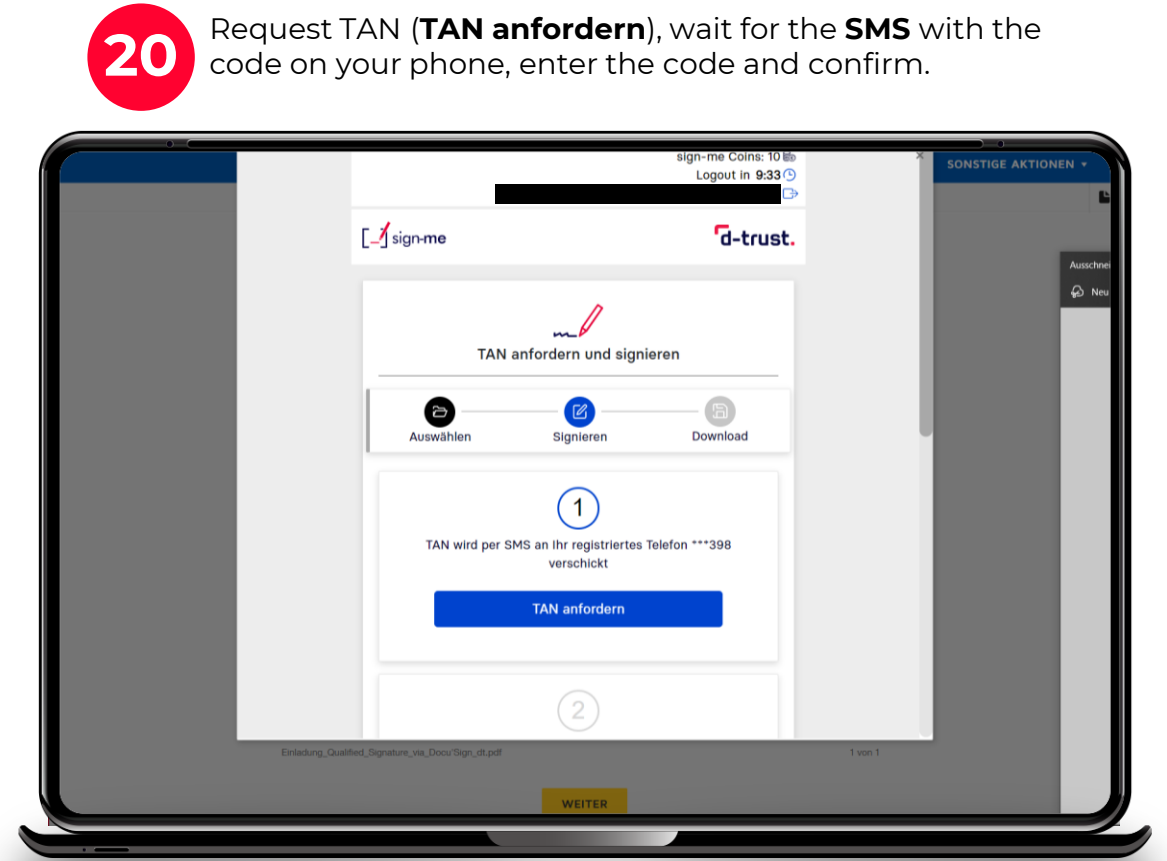
18

Wait until the scan process is completed.

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19 Enter the **6-digit PIN** of your ID document and click confirm (**Bestätigen**).



20 Request TAN (**TAN anfordern**), wait for the **SMS** with the code on your phone, enter the code and confirm.

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21

Wait until a signature certificate (**Signaturzertifikat**) is generated. The document is signed now.

