Docusign IDV Premier: Cheatsheet

General

Due to our change in the authentication provider, there are changes in the workflow for digitally signing documents. This document provides a brief overview of the new process.

What is needed?

- *a valid ID document*
- *a mobile phone with a functional camera*
- *a stable internet connection*
- *10-15 minutes of time*

Process (around 15 minutes)

1. View the document via DocuSign the received DocuSign invitation.
2. Enter your phone number (for two-factor authentication)
3. Accept the terms and conditions.
4. Requirement: stable internet connection and working camera.
5. Select the ID document
6. Have the ID document checked according to the instructions.
7. Then take a short video selfie of yourself.
8. Perform the gestures as instructed.
9. The data is now checked asynchronously by certified agents (max. 15 minutes waiting time).
10. After verification, you will receive another email to sign the document.
11. Check the document.
12. To complete the process, enter the code sent to your mobile phone.

Identity wallet

After the verification, an identity certificate (wallet) can be created to simplify the identity verification process for subsequent signatures.

1. The system recognizes that the identity has already been authenticated.
2. Use the biometric function of the mobile phone to allow use of the identity wallet (FaceID, fingerprint, …)
3. For another qualified signature, only a QR code needs to be scanned with their mobile phone.
4. The data stored in the ID wallet is retrieved.
5. Finally, only the specified data needs to be confirmed.