digitalsign⁴ Online Identity Verification Quick Guide









START

After entering your **DSCODE**, you will be presented with a start page containing instructions on how to complete the validation steps, as well as the terms and conditions of service, which must be accepted in order to continue. Important: Please complete the process alone, with no other persons present.

2 CONTACT VALIDATION

In this step you will validate your mobile phone number. If the number displayed is correct, press **Confirm**.

After, a verification code will then be sent by SMS to the number indicated, which must entered in the code field and finally, click **Validate**.

If your contact is not correct, click on the button "I want to change my mobile phone number" and the validation will be interrupted. To re-validate, you will need a new DSCODE, with the correct number associated with your registration.

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3 DOCUMENT DETAILS

In this step, please select the **country and the type of identification document** to be presented in this validation, in order to confirm its authenticity and check if the information contained matches your identity - **Start Validation**.

4 PHOTOS OF THE ID

To automatically capture a photo of the front of your document, place it inside the frame shown on the screen. After, please check if the image is sharp and free of light reflections, and repeat the photos if necessary. The same process is repeated to capture the photo on the backside of the document. For passports, it is only necessary to capture the main page of the passport that contains your photo.

5 SELFIE

In this step, a selfie will be automatically captured once you position yourself with the frame shown on the screen. After, please check if the photo captured is clear, and repeat it if necessary





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6 LIVENESS DETECTION

In this step, a video will be recorded only on the front camera, in which you will have to say your name and surname, and then show the front and back of the identity document, or, in the case of the passport, show the main page with the photo, within the margin that appears on the screen. If necessary, please repeat this step.





7 SECURITY QUESTIONS

In this step, you will have to answer two random **questions related to your identity**. After saying the answer, please check the recording to make sure that your answer has been correctly saved in terms of image and sound. If your answer is not clear, click **Repeat**, otherwise, click **Next** to continue the process.

8 END

By continuing, the validation will be completed. In case of rejection, you will be notified by email, containing the reason and instructions on how to successfully repeat the validation.

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