




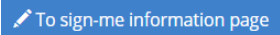


# FP Sign

## User manual: Video identification

14. April 2021

### Preparation for applying the qualified electronic signature

Registration at Bundesdruckerei

- Step 1: Click to enter: <https://cloud.sign-me.de/signature/start>
- Step 2: Click Register and fill the required fields. Please confirm the privacy policy and click next.
- Step 3: Sign-me has sent you an email. Please click on the link and log in again. After that, confirm the 3 selection fields and click next 2 times.
- Step 4: On the left in the blue menu you will find the menu item Personal data. Fill the data marked with \* as mentioned in your ID card (first and last name, hyphens and correct order). It is also important to fill in the correct date of birth. Press the Save button.
- Step 5: Please log in to FP Sign at <https://app.fp-sign.com>  
Click Profile at the top right   
Then scroll down and click at the bottom left on 
- Step 6: Under "Link Account", please enter the email address you used to sign up for sign-me and click on 
- Step 7: FP Sign will send you a email, please follow the link. If both check marks are green, click under "Account Verification" on  and you will be redirected to sign-me. There you log in and click on continue.

## Video Ident

**Step 1:** We recommend the identification using your tablet/smartphone. To do this, scan the QR code in the application with your camera, download the app, open it and follow the instructions. The agent will guide you through the entire process.



### Dear Mrs/Mr RAUCH, please start your identification

**identity Video**


You have two options to carry out the identification:

- 1. smartphone and app (recommended) or**
- 2. web browser (see below for technical requirements)**


All you need then is a quiet place, a few minutes of time and:

- a good camera and a microphone
- a sufficiently fast and stable internet connection
- a valid identity card or passport

**1. Start now with your smartphone: install the app and follow the instructions**



Please scan the QR code and download the free identity app for Android or iOS.



In order to start the identification you will require a reference number.

**Your reference number is WA9CK**

Once you have installed the identity app, start it and enter your credentials (last name/reference number). Once done, you'll be connected with an agent. **Please have your ID ready.**

**Step 2:** Log in to sign me again and confirm the terms and conditions, privacy policy and PKI user information. Click 2 times on continue. You can now sign with a qualified signature.

**Support:** If something isn't working properly within the process, please contact our support at [support@mentana.de](mailto:support@mentana.de) with your reference number, mobile phone number, as well as the email address of your FP Sign account.

Please enter BDR :: First Name Last Name as the subject. We will contact you soon to provide assistance.