



# Adobe Sign powered by VIDA

## Digital Signing for External User

1. VIDA Digital Signature
2. Download a complete document
3. How to check a Digital Signature in a document

PT Indonesia Digital Identity  
[www.vida.id](http://www.vida.id)  
[info@vida.id](mailto:info@vida.id)

# VIDA Digital Signature

You can also find the video in the following url link: [here](#)



**VIDA**  
Verified Identity for All

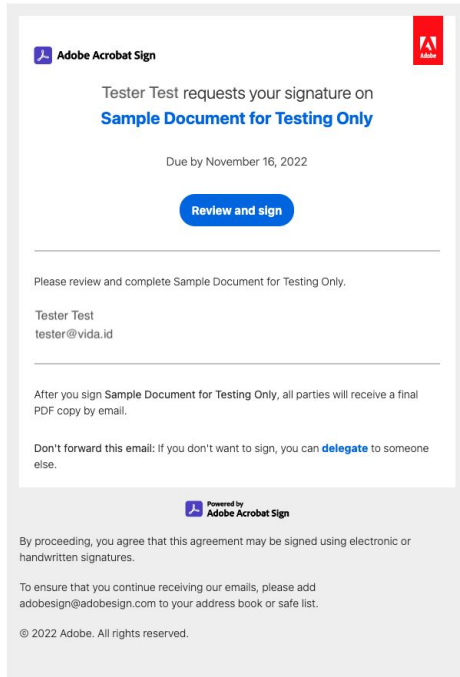


**Adobe Sign**

# Open a document and add a signature (1)

**Menerima dokumen yang akan ditandatangani**

*Receive documents to be signed*

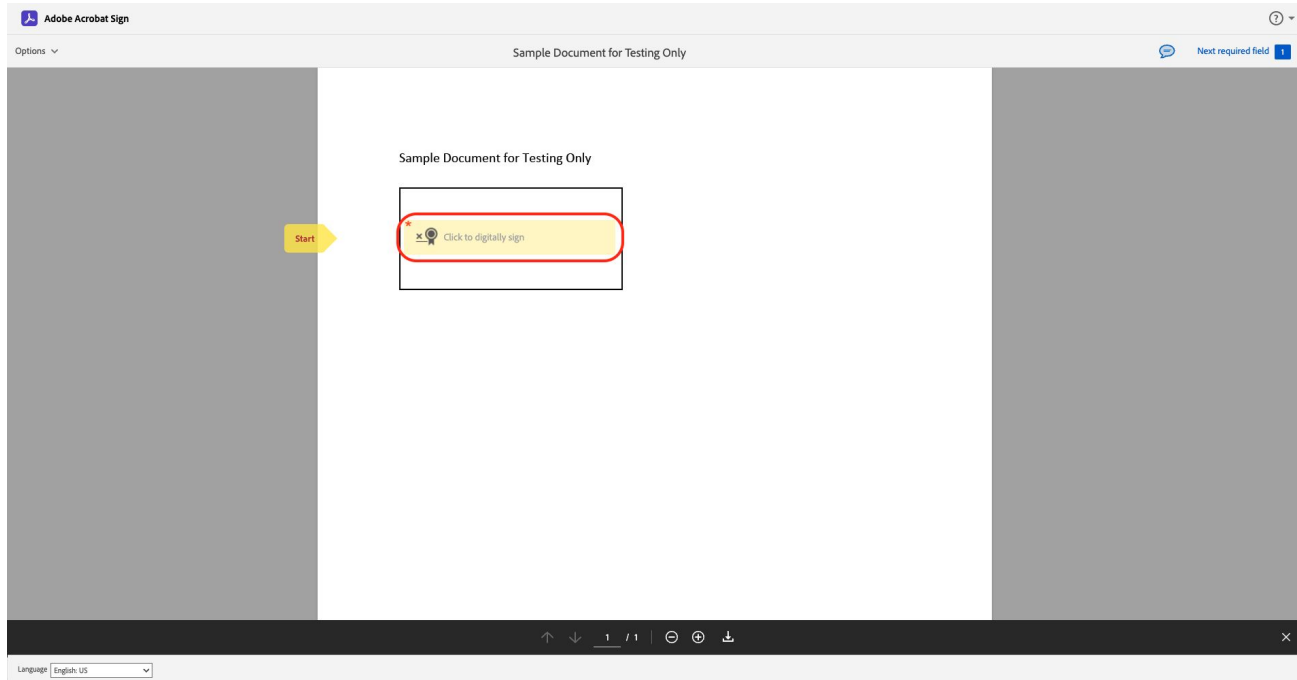


**Penerima menerima dokumen di email. Buka dokumen tersebut.**

*Recipients receive documents in email. Open the document.*

# Open a document and add a signature (2)

## Menambahkan Digital Signature *Adding the Digital Signature*



**Klik kolom “Digital Signature” untuk menambahkan VIDA Digital Signature.**

*Click the “Digital Signature” column to add the VIDA Digital Signature.*

# Open a document and add a signature (3)

**Akun VIDA (1)**

***VIDA account (1)***



**Welcome to VIDA**

Enter your email address

+62 Enter your mobile number

☐ Remember me

**Continue**


**Anda akan diarahkan ke halaman VIDA. Masukkan alamat email dan nomor HP kemudian klik tombol “Continue”.**

***You will be redirected to the VIDA page. Enter your email address and mobile number then click the “Continue” button.***


# Open a document and add a signature (4)

## Akun VIDA (2)

### VIDA account (2)

ID EN

**Get a Digital Identity**  
Complete the eKYC and get a digital identity



**Verify your identity**  
To sign this document, we need to verify your identity (eKYC).

[Send eKYC email](#)

[About VIDA](#) [Terms and Conditions](#) [Privacy Policy](#) © 2022 VIDA. All Rights Reserved

Jika Anda belum memiliki VIDA Digital Identity, maka Anda akan diarahkan ke proses eKYC VIDA, klik tombol “Send eKYC email” untuk melanjutkan dengan eKYC.

Jika Anda sudah memiliki VIDA Digital Identity sebelumnya, maka Anda akan langsung diarahkan ke halaman Authentication untuk proses Digital Signing.

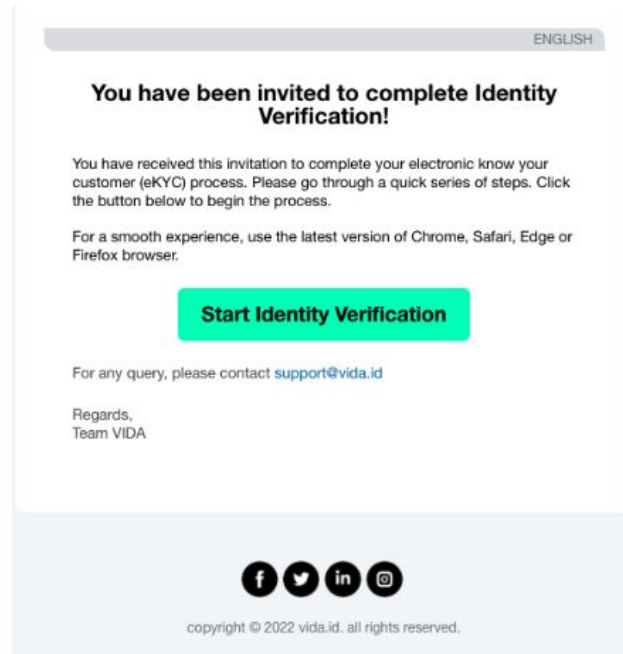
*If you don't have a VIDA Digital Identity yet, then you will be directed to the VIDA eKYC process, click the “Send eKYC email” button to proceed with eKYC.*

*If you already have a VIDA Digital Identity before, then you will be directed to the Authentication page for the Digital Signing process.*

# VIDA Web eKYC (1)

Email from VIDA : [no-reply@vida.id](mailto:no-reply@vida.id)

Email Subject : Welcome to [Company Name] | Complete the eKYC to get a new Digital Identity



**Klik tombol “Mulai Verifikasi Identitas” untuk memulai proses eKYC VIDA.**

***Click the “Start Identity Verification” button to start the VIDA eKYC process.***

# VIDA Web eKYC (2)

## Halaman Identity Verification atau User Consent *Identity Verification page or User Consent*



EN ID

Transaction ID : 246345c1-e1e2-41d6-8929-17440743660b



### Identity Verification

In order to complete your KYC process, you are taken through a series of steps.

Before starting the process, you need to authenticate yourself.

By clicking Continue, you agree to the VIDA [Terms of Use](#) and [Privacy Policy](#)

Continue

**Klik tombol “Continue”  
untuk menyetujui dan  
melanjutkan dengan proses  
eKYC VIDA.**

***Click the “Continue” button  
to agree and continue with  
the VIDA eKYC process.***



# VIDA Web eKYC (3)

## Halaman OTP Verification

### *OTP Verification page*



**OTP Verification**

We have sent you an OTP to your registered mobile number  
\*\*\*\*\*0386

**Verify**

**Resend OTP**

**SMS OTP akan terkirim ke nomor HP terdaftar. Masukan 4 digit kode OTP kemudian klik tombol “Verify”.**

***OTP SMS will sent to the registered phone number. Input the 4 digits OTP code then click the “Verify” button.***

# VIDA Web eKYC (4)

## Halaman Langkah-langkah Identity Verification



Transaction ID : 246345c1-e1e2-41dd-8929-17440743660f

## Identity Verification

You will be taken through a series of steps to verify your identity.

- 1 **Document Upload**  
KTP Card
- 2 **Personal Information**  
Name, DoB, NIK Number
- 3 **Selfie Capture**  
Ensuring you are a real person
- 4 **Pin Setup**  
Setup account pin

**Continue**

## We safeguard your data



[About VIDA](#) [Terms and Conditions](#) [Privacy Policy](#) © 2022 VIDA. All rights reserved

**Baca langkah-langkah untuk proses verifikasi identitas. Klik tombol “Continue” untuk melanjutkan.**

**Read the steps of identity verification process. Click the “Continue” button to continue.**

# VIDA Web eKYC (5)

## Halaman Upload Foto Kartu KTP (1)

### *KTP card photo upload page (1)*



EN ID

Transaction ID : 246345c1-e1e2-41dd-8929-17440743660b

#### Document Upload

☒ Document Upload ☐ ☐ ☐

Please Upload your KTP card photo. Make sure that the details on your ID card is clearly visible.



Front Side

[Click here](#) to upload or drag and drop your file here  
JPG or PNG, less than 10MB

< Back

Continue

**Klik link “Click here” untuk mengunggah foto kartu KTP.**

***Click the “Click here” link to upload the KTP card photo.***

# VIDA Web eKYC (6)

## Halaman Upload Foto Kartu KTP (2)

### *KTP card photo upload page (2)*



Transaction ID : 246345c1-e1a2-41dd-8929-17440743660b

### Document Upload

☒ Document Upload ☐ ☐ ☐

Please Upload your KTP card photo. Make sure that the details on your ID card is clearly visible.

Re-upload

[< Back](#)[Continue](#)

**Pastikan foto KTP jelas, klik tombol “Continue” untuk melanjutkan.**

***Make sure the KTP photo is clear, click the “Continue” button continue.***

# VIDA Web eKYC (7)

## Halaman Personal Information

### *Personal Information page*



EN ID

Transaction ID : 240340c1-e1e2-41d8-8929-17440743660b

### Personal Information

☒ Personal Information ☐

Please provide your basic details.

Mobile Number  
+62

Email Address  
@yahoo.com

Name  
Enter your full name

NIK Number  
Enter your NIK number

Date Of Birth  
Enter your date of birth (dd/mm/yyyy)

Continue

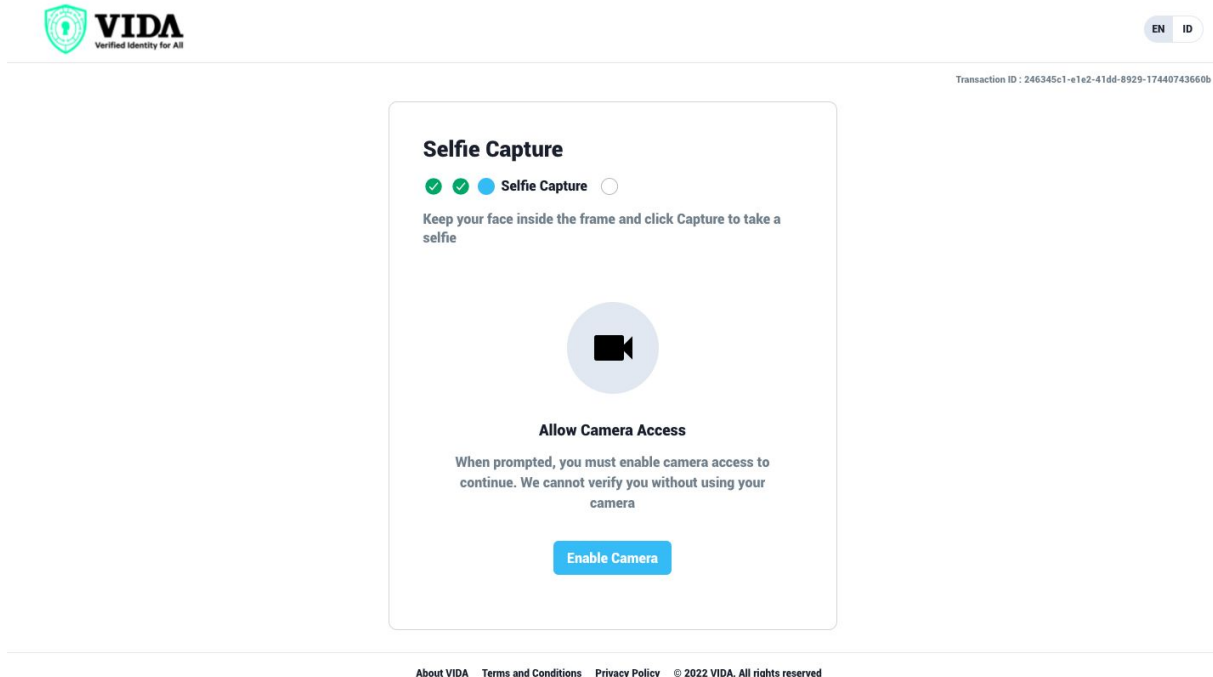
**Masukan nama lengkap, nomor NIK, dan tanggal lahir sesuai dengan KTP. Klik tombol “Continue” untuk melanjutkan.**

***Input the full name, NIK number, and date of birth according to your KTP card. Click the “Continue” button to continue.***

# VIDA Web eKYC (8)

## Halaman Selfie Capture (1)

### *Selfie Capture page (1)*



VIDA  
Verified Identity for All

Transaction ID : 246345c1-e1e2-41dd-8929-17440743660b

Selfie Capture

✓ ✓ ● Selfie Capture ○

Keep your face inside the frame and click Capture to take a selfie

Allow Camera Access

When prompted, you must enable camera access to continue. We cannot verify you without using your camera

Enable Camera

About VIDA Terms and Conditions Privacy Policy © 2022 VIDA. All rights reserved

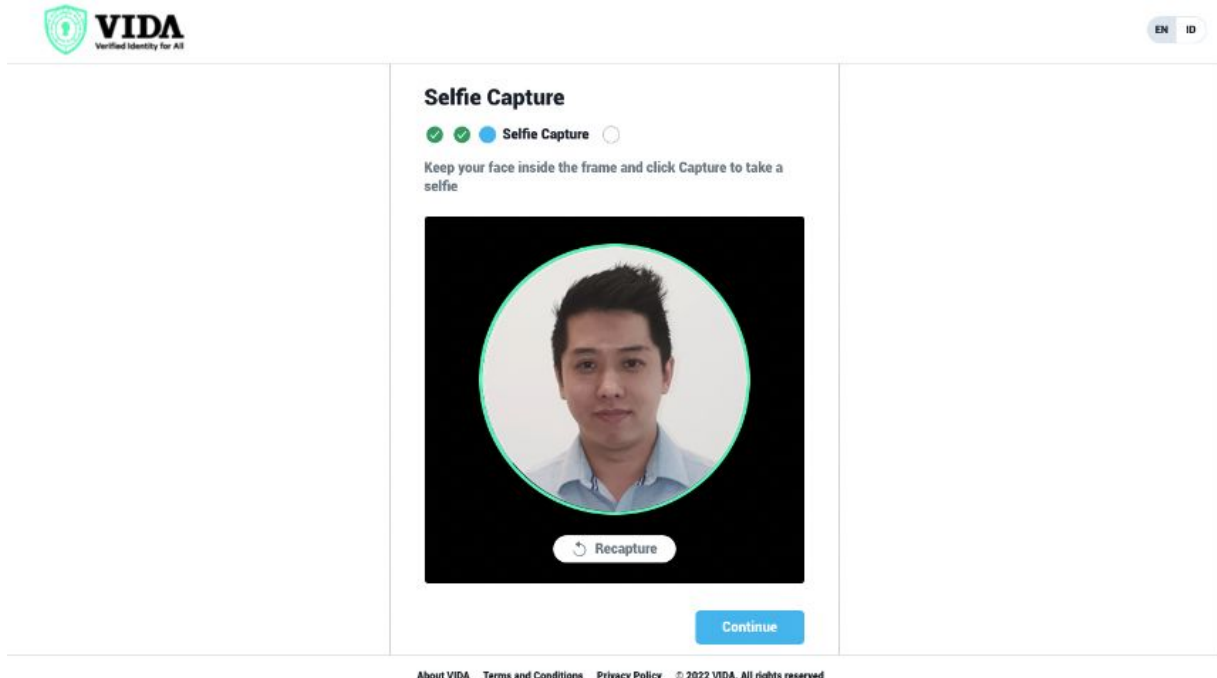
**Jika akses ke kamera belum diizinkan, maka akan muncul halaman untuk mengizinkan akses kamera. Klik tombol “Enable Camera” untuk mengizinkan akses kamera.**

***If the camera access still not allowed, then will displayed a page to allow the camera access. Click the “Enable Camera” button to allow the camera access.***

# VIDA Web eKYC (9)

## Halaman Selfie Capture (2)

### *Selfie Capture page (2)*



The screenshot displays the 'Selfie Capture' interface. At the top left is the VIDA logo with the tagline 'Verified Identity for All'. At the top right are language selection buttons for 'EN' and 'ID'. The main heading is 'Selfie Capture', followed by three status indicators: two green checkmarks and a blue circle labeled 'Selfie Capture'. Below this, a instruction reads: 'Keep your face inside the frame and click Capture to take a selfie'. A large circular frame contains a selfie of a man. Below the frame is a 'Recapture' button with a circular arrow icon. At the bottom right is a blue 'Continue' button. The footer contains links for 'About VIDA', 'Terms and Conditions', 'Privacy Policy', and a copyright notice: '© 2022 VIDA. All rights reserved'.

**Klik tombol “Capture” untuk mengambil foto selfie. Jika hasil foto sudah ok, maka klik tombol “Continue” untuk melanjutkan.**

*Click the “Capture” button to take a selfie photo. If the photo result is ok, then click the “Continue” button to continue.*

# VIDA Web eKYC (10)

## Halaman PIN Setup

### *PIN Setup page*



EN ID

Transaction ID : 246345c1-e1e2-41dd-8929-17440743660b

#### Pin Setup

✓ ✓ ✓ ● Pin Setup

Please create a 4-digit numeric PIN to create your account authorization. You will use this PIN when you login next time on VIDA web platform

We recommend you not to create a PIN which can be easily guessed, example: 0000, 1234 ...

Enter a PIN

\*\*\*\*

Re-enter the PIN

\*\*\*\*

Submit

**Masukan 4 digit PIN yang akan didaftarkan. Klik tombol “Submit” untuk mengirimkan informasi yang sudah diisi.**

*Input the 4 digits PIN to be registered. Click the “Submit” button to submit the filled information.*



# VIDA Web eKYC (11)

## Halaman eKYC Approved *eKYC approved page*



EN ID

Transaction ID : 246345c1-e1e2-41d6-8929-17440743660b



**Approved!**  
**Your identity is successfully verified**

Thanks for completing the identity verification process. You may close this window now.

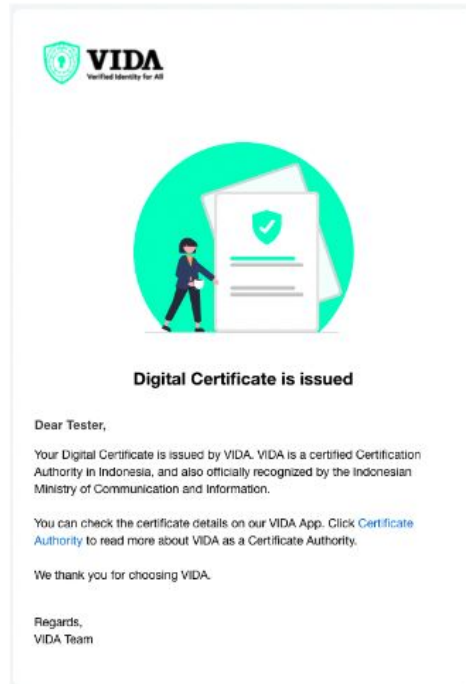
**VIDA backend akan melakukan verifikasi data yang sudah dikirimkan. Jika data sudah sesuai, maka ditampilkan halaman “Approved!”. Halaman eKYC VIDA dapat ditutup.**

***VIDA backend will verify the submitted data. If the data is correct, then the “Approved!” page displayed. VIDA eKYC page may be closed.***

# VIDA Web eKYC (12)

Email from VIDA : [vidaekyc@vida.id](mailto:vidaekyc@vida.id)

Email Subject : Digital Certificate is issued.

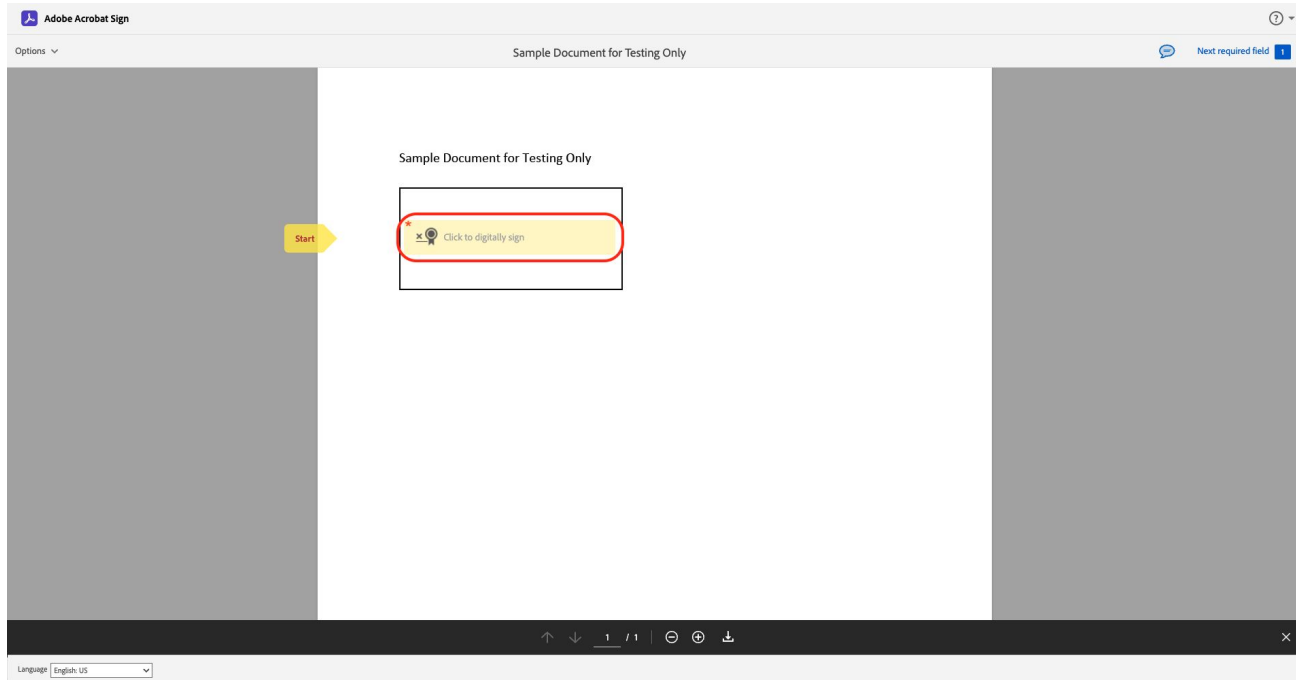


**Setelah proses eKYC berhasil, user akan terima email pemberitahuan dari VIDA bahwa Sertifikat Digital telah diterbitkan.**

***Once the eKYC process is successful, user will receive a notification email from VIDA that the Digital Certificate is issued.***

# VIDA Digital Signature (1)

## Melanjutkan Digital Signature (1) *Continue the Digital Signature (1)*



**Balik ke halaman dokumen, klik kolom “Digital Signature” untuk menambahkan VIDA Digital Signature.**

*Return to the document page, click the “Digital Signature” column to add the VIDA Digital Signature.*

# VIDA Digital Signature (2)

## Melanjutkan Digital Signature (2) *Continue the Digital Signature (2)*



Welcome to VIDA

Enter your email address

+62 Enter your mobile number

☐ Remember me

Continue

**Anda akan diarahkan ke halaman VIDA. Masukkan alamat email dan nomor HP kemudian klik tombol “Continue”.**

*You will be redirected to the VIDA page. Enter your email address and mobile number then click the “Continue” button.*

# VIDA Digital Signature (3)

## Melanjutkan Digital Signature (3) *Continue the Digital Signature (3)*



**OTP Verification**

We have sent you an OTP to your registered mobile number  
+\*\*\*\*\*0386

**Verify**

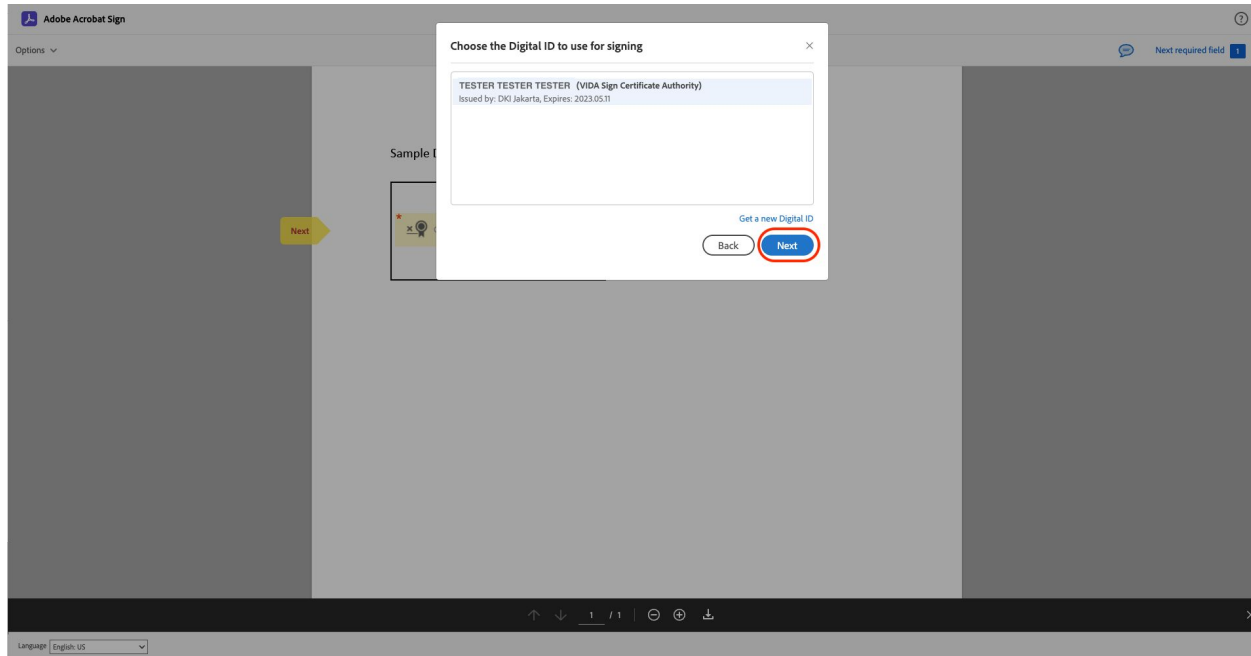
Resend OTP

**Masukan 6 digit kode OTP yang terkirim melalui SMS. Klik tombol “Verify” untuk melanjutkan.**

*Enter the 6-digits OTP code sent via SMS. Click the “Verify” button to continue.*

# VIDA Digital Signature (4)

## Melanjutkan Digital Signature (4) *Continue the Digital Signature (4)*

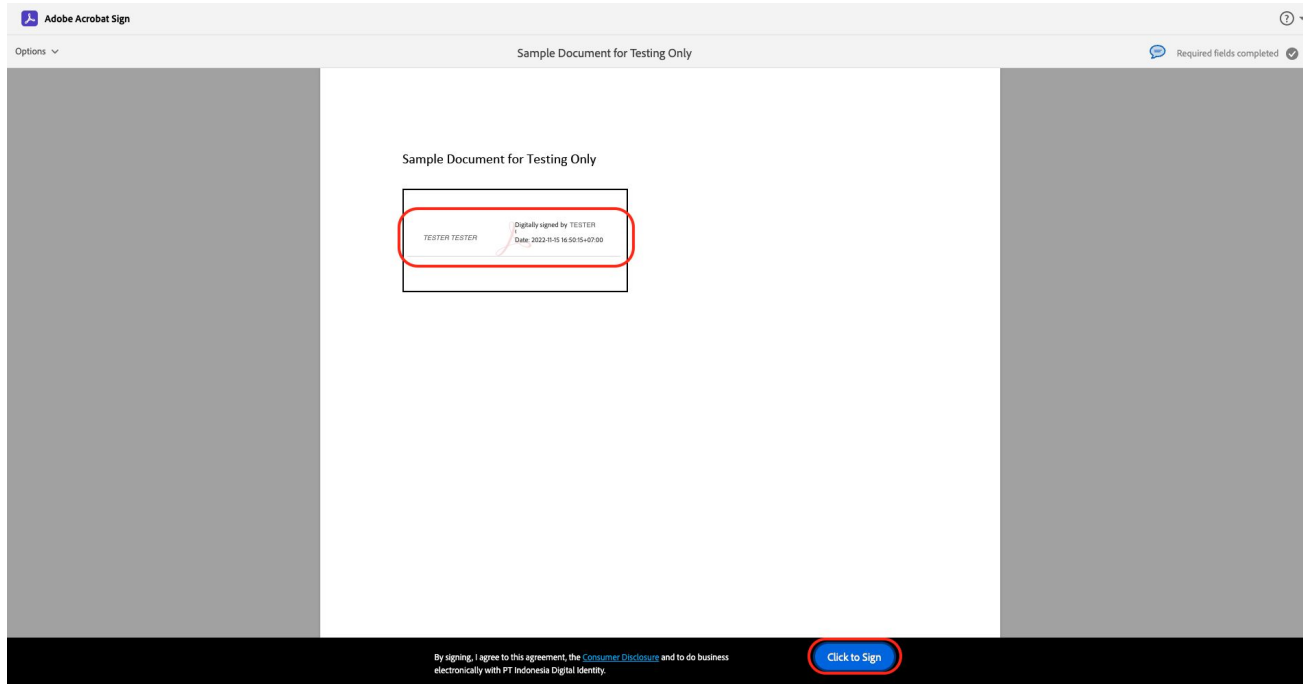


**Pilih Digital Certificate yang akan digunakan, kemudian klik tombol “Next”.**

***Select the Digital Certificate to be used, then click the “Next” button.***

# VIDA Digital Signature (5)

## Melanjutkan Digital Signature (5) *Continue the Digital Signature (5)*

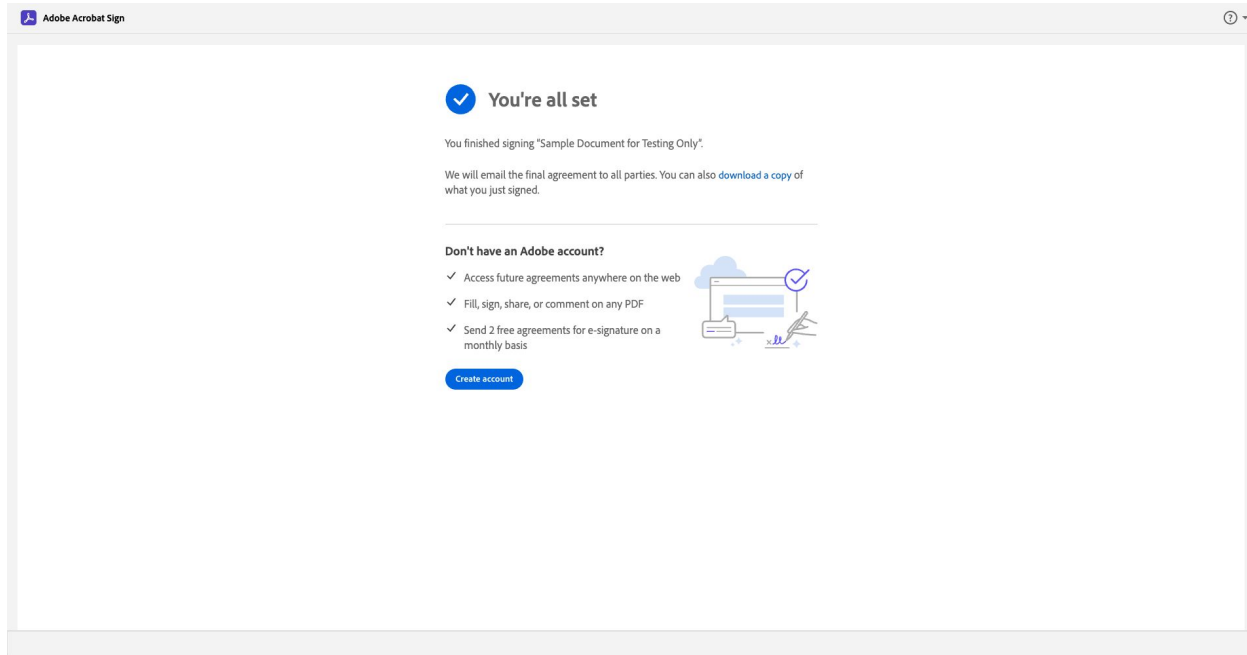


**Setelah Digital Signature ditambahkan, klik tombol “Click to Sign” untuk melakukan tanda tangan dokumen tersebut.**

***After the Digital Signature added, click the “Click to Sign” button to sign the document.***

# VIDA Digital Signature (6)

**VIDA Digital Signing berhasil**  
*VIDA Digital Signing is successful*



**Dokumen telah berhasil  
ditandatangani  
menggunakan VIDA Digital  
Signature.**

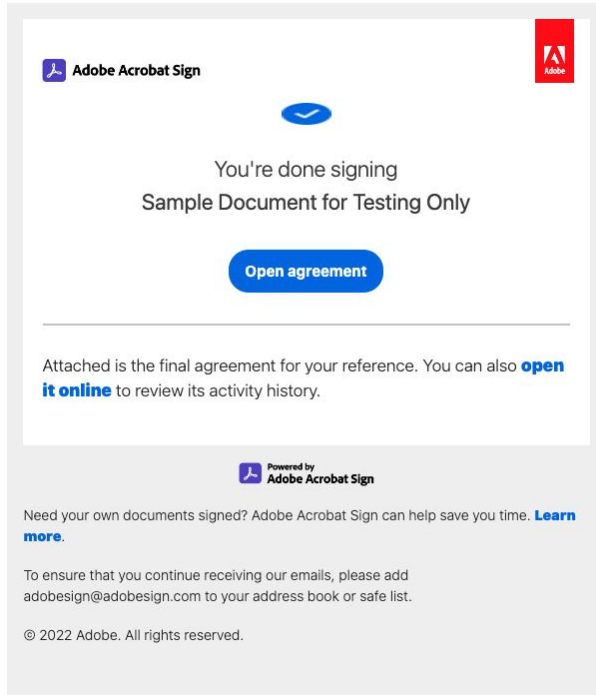
*The document has been  
successfully signed using  
VIDA Digital Signature.*



# VIDA Digital Signature (7)

**Dokumen Anda telah selesai**

*Your document has been completed*



**Pengirim dan penandatanganan dokumen akan menerima dokumen yang telah berhasil ditandatangani pada email.**

*The sender and the signer of the document will receive the document that has been successfully signed by email.*

# Download a Complete Document



**VIDA**  
Verified Identity for All

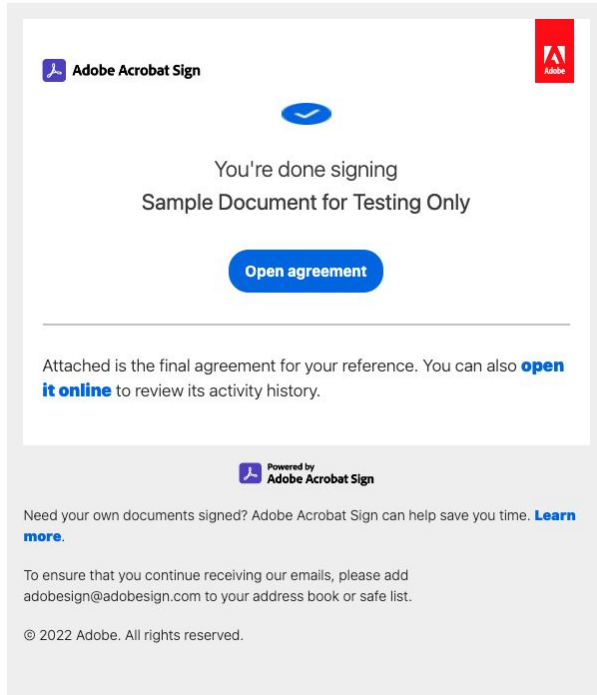


**Adobe Sign**

# Download Signed Document (1)

## Download dari halaman dokumen (1)

*Download from the document page (1)*



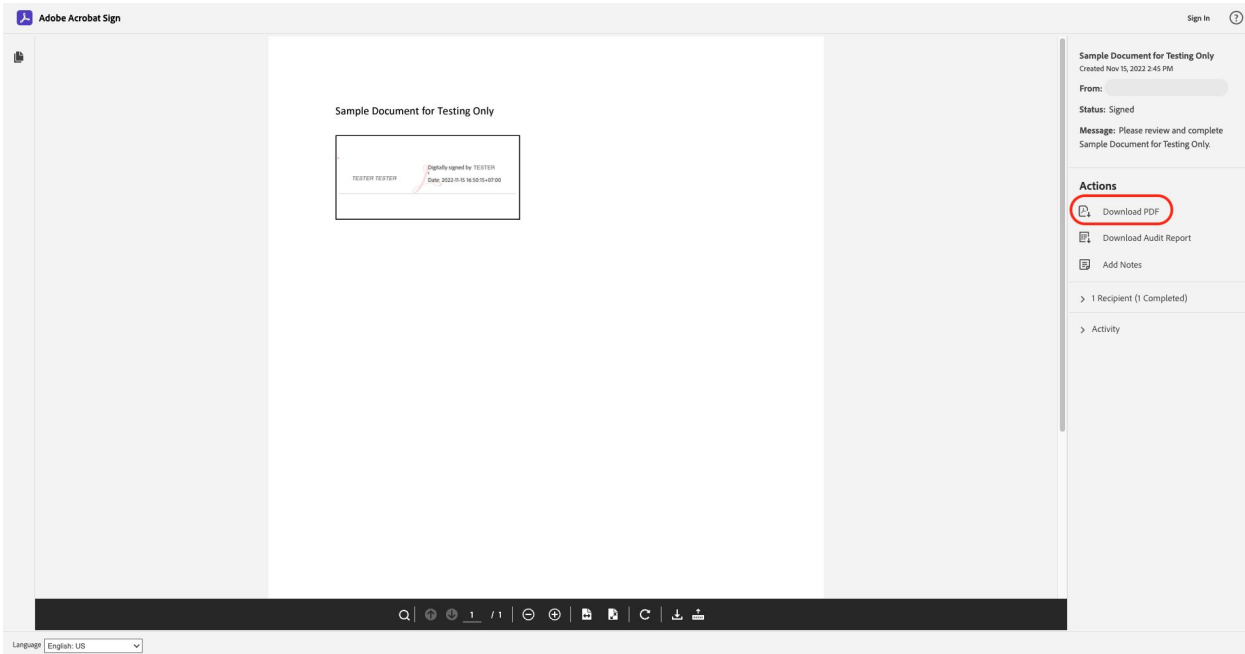
**Buka dokumen yang telah selesai ditandatangani dengan cara klik Open Agreement pada email.**

***Open the signed document by clicking Open Agreement in the email.***

# Download Signed Document (2)

## Download dari halaman dokumen (2)

*Download from the document page (2)*



**Klik Download PDF di sebelah kanan untuk mendownload dokumen yang telah ditandatangani.**

*Click Download PDF on the right to download the signed document.*

# How to check a Digital Signature in a Document



**VIDA**  
Verified Identity for All

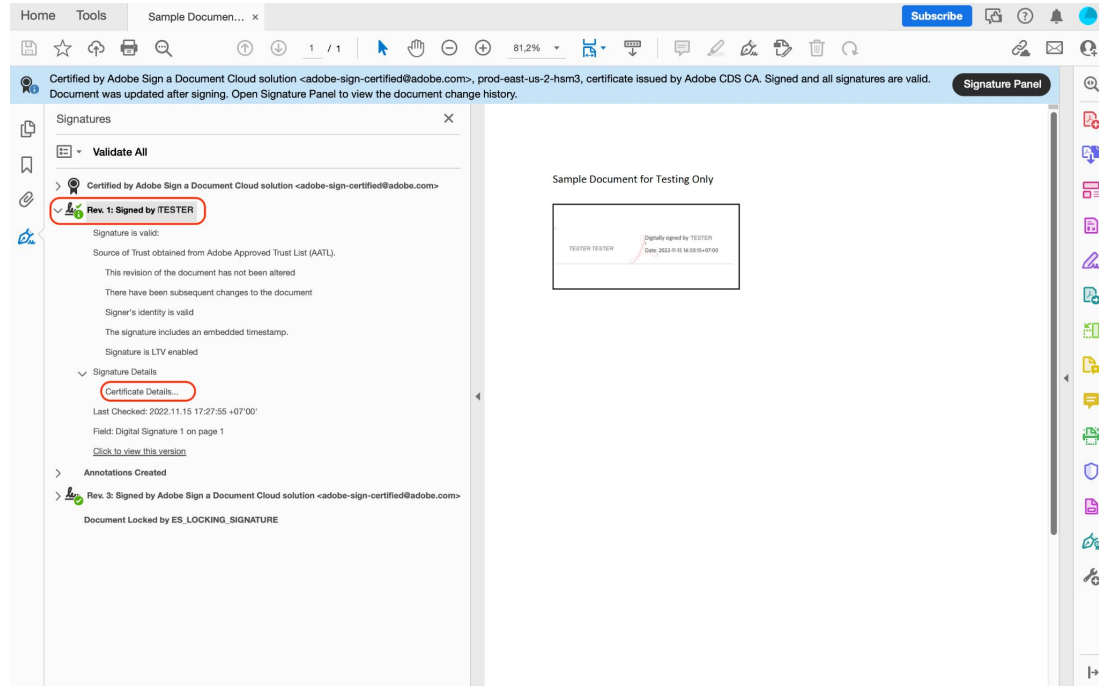


**Adobe Sign**

# Check a Digital Signature in a Document (1)

## Opsi 1: Melalui Adobe Acrobat Reader (1)

### Option 1: Via Adobe Acrobat Reader (1)

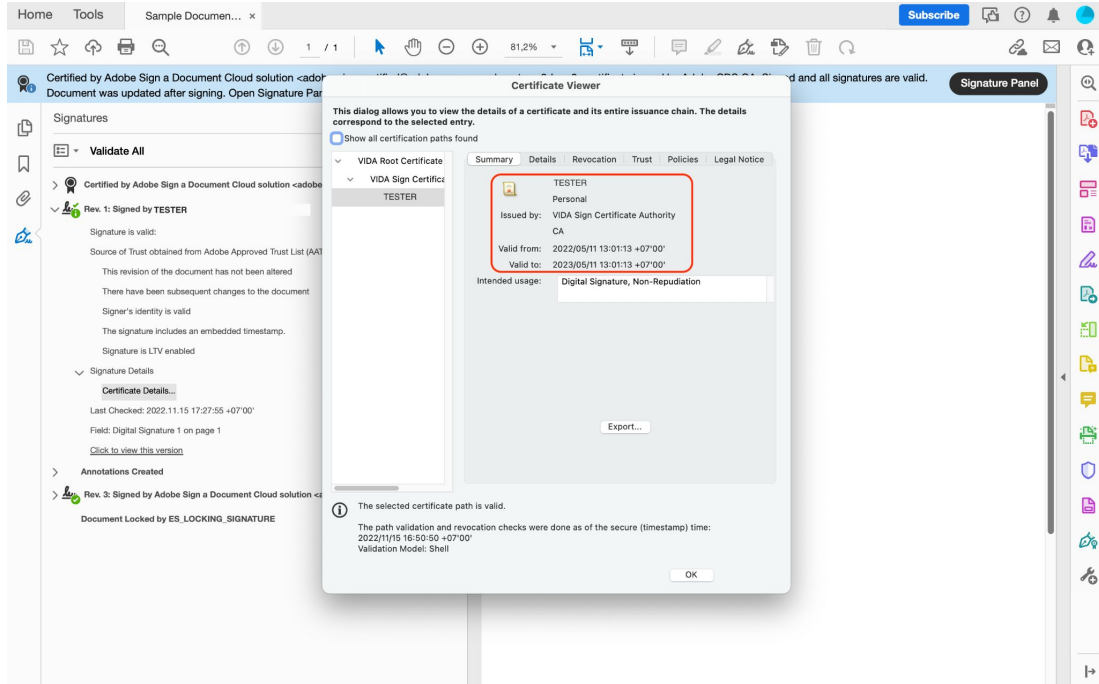


- Buka dokumen yang sudah ditandatangani menggunakan Adobe Acrobat Reader.
- Periksa "Certificate Details..." dengan mengklik ikon Signatures di sisi kiri.
- *Open the Signed document using Adobe Acrobat Reader.*
- *Check the "Certificate Details" by clicking the Signatures icon on the left side.*

# Check a Digital Signature in a Document (2)

## Opsi 1: Melalui Adobe Acrobat Reader (2)

### *Option 1: Via Adobe Acrobat Reader (2)*



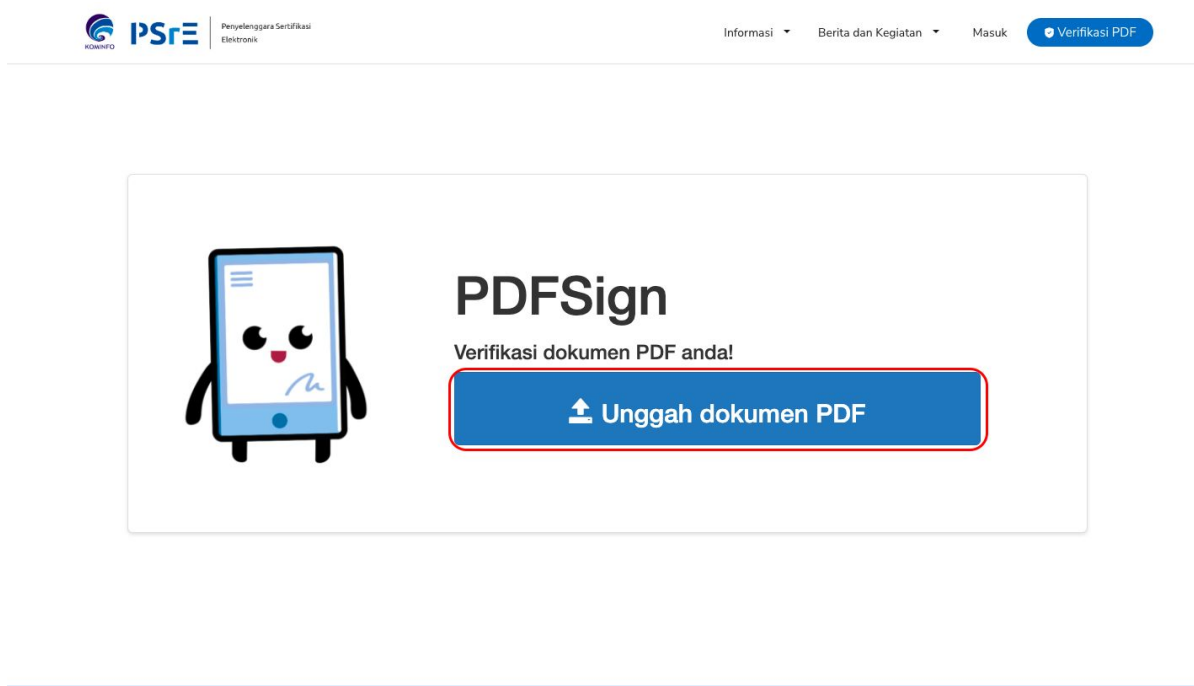
**Di dalam Certificate Details, Anda dapat melihat pemilik sertifikat dan apakah sertifikat tersebut dikeluarkan oleh VIDA atau tidak.**

*In the Certificate Details you can see the owner of the certificate and whether the certificate is issued by VIDA or not.*

# Check a Digital Signature in a Document (3)

## Opsi 2: Melalui Website Tanda Tangan Elektronik Kominfo (1)

### *Option 2: Through the Kominfo Electronic Signature Website (1)*



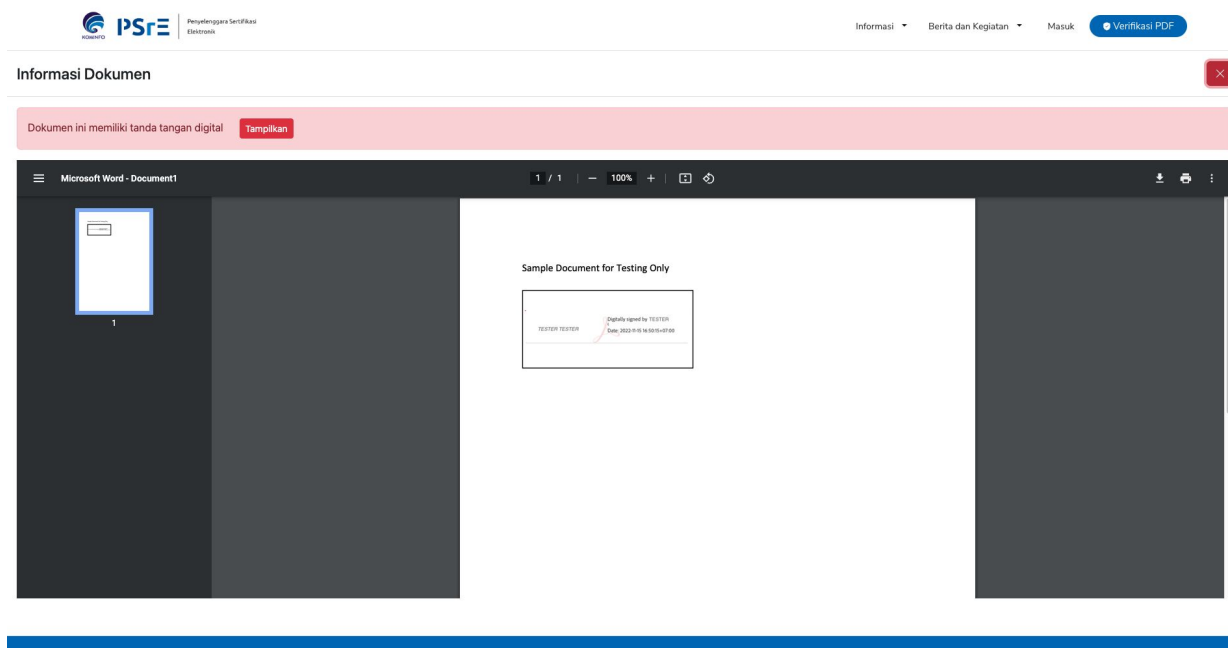
- Buka website berikut di browser:  
<https://tte.kominfo.go.id/verifyPDF>
- Klik tombol “Unggah dokumen PDF” dan pilih dokumen yang akan diverifikasi Digital Signaturnya.
- *Open the following website in a browser:  
<https://tte.kominfo.go.id/verifyPDF>*
- *Click the “Unggah dokumen PDF” button and select the document for which you want to verify the Digital Signature.*



# Check a Digital Signature in a Document (4)

## Opsi 2: Melalui Website Tanda Tangan Elektronik Kominfo (2)

### *Option 2: Through the Kominfo Electronic Signature Website (2)*



- Akan muncul informasi apakah dokumen tersebut memiliki tanda tangan digital atau tidak.
- Klik tombol “Tampilkan” untuk melihat detail informasi tanda tangan digital.
- *Information will appear whether the document has a digital signature or not.*
- *Click the “Tampilkan” button to view detailed digital signature information.*

# Check a Digital Signature in a Document (5)

## Opsi 2: Melalui Website Tanda Tangan Elektronik Kominfo (3)

### *Option 2: Through the Kominfo Electronic Signature Website (3)*

The screenshot displays the PSrE website interface for digital signature verification. At the top, the PSrE logo and navigation links (Informasi, Berita dan Kegiatan, Masuk, Verifikasi PDF) are visible. The main section, titled 'Informasi Dokumen', shows a document with a digital signature. A sidebar on the left lists 'Tanda Tangan #1', '#2', and '#3', with '#1' selected. The main content area for 'Tanda Tangan #1' displays the status of the signature and the details of the electronic certificate.

**Status Tanda Tangan**

- ✓ Dokumen belum mengalami perubahan.
- ✓ Identitas penandatanganan terverifikasi.
- ✓ Tanda tangan memiliki stempel waktu.
- ✓ Tanda tangan mendukung LTV.

**Status Tanda Tangan**

Ditandatangani oleh : [Redacted]

Lokasi : [Redacted]

Alasan : [Redacted]

Ditandatangani pada : 15-11-2022 16:50:50 (lokal)

Stempel Waktu : 15-11-2022 16:50:50 (TSA)

Diterbitkan oleh : [Redacted]

**Sertifikat**

**Sertifikat #1**

- ✓ Sertifikat terpercaya
- ✓ Sertifikat tidak dicabut
- ✓ Sertifikat masih berlaku

Serial : 27C0D72 [Redacted]

Validity : 28-05-2020 14:53 - 01-01-2038 14:53 ✓

Signature : CN=UIDA Root Certificate Authority O=CA O=PT Indonesia Digital Identity I = Jakarta ST=DKI

**Anda dapat melihat informasi penandatanganan dokumen, waktu tanda tangan, dan penerbit sertifikat elektronik**

*You can view the information of the signer of the document, signature timestamp, and the issuer of the electronic certificate*

# Check a Digital Signature in a Document (6)

## Opsi 2: Melalui Website Tanda Tangan Elektronik Kominfo (4)

### *Option 2: Through the Kominfo Electronic Signature Website (4)*

The screenshot displays the PSrE website interface for digital signature verification. At the top, the PSrE logo and navigation menu are visible. The main section, titled 'Informasi Dokumen', shows a document with three digital signatures. A sidebar on the left lists the signatures, with 'Tanda Tangan #1' selected. The main content area displays the details for 'Sertifikat #3', which is highlighted in blue. The certificate details include a list of status checks (all passed), a serial number, validity period, subject, issuer, public key, signature algorithm, and SHA-1 fingerprint.

Informasi Dokumen

Dokumen ini memiliki tanda tangan digital [Tampilkan](#)

Tanda Tangan #1  
Tanda Tangan #2  
Tanda Tangan #3

Sertifikat

Sertifikat #1  
Sertifikat #2  
Sertifikat #3

✓ Sertifikat terpercaya  
✓ Sertifikat tidak dicabut  
✓ Sertifikat masih berlaku

Serial : OFCB59

Validity : 11-05-2022 13:01 - 11-05-2023 13:01 ✓

Subject : CN=, OU=Personal, C=ID

Issuer : CN=VIDA Sign Certificate Authority, OU=CA, O=PT Indonesia Digital Identity, L=Jakarta, ST=DKI Jakarta, C=ID

Public Key : RSA (2048 bits)

Signature Algorithm : SHA384WITHRSA

SHA-1 Fingerprint : 91:50:F2:D5:18:38:EE:2A:1A:2C:CE:95:9B:51:7A:1B:15:6F:B5:E0

**Anda juga dapat melihat informasi sertifikat yang digunakan untuk tanda tangan digital tersebut**

*You can also view the certificate information used for the digital signature*



**VIDA**

Indonesia | Singapore | India



@vidadigitalid