



VIDA
Verified Identity for All

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
info@vida.id

VIDA Digital Signature

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



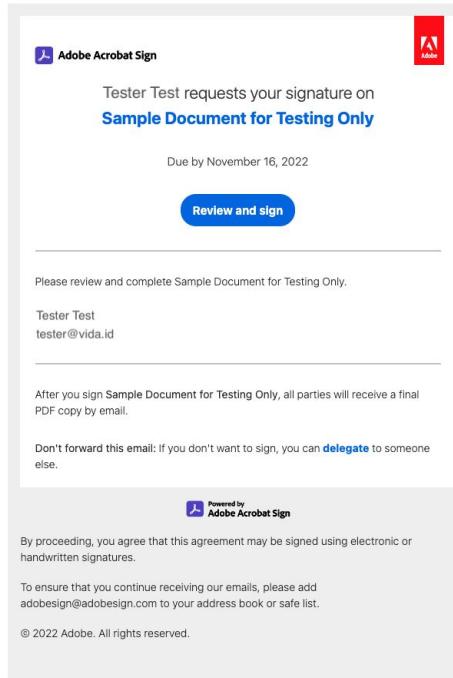
VIDA
Verified Identity for All



Adobe Sign

Open a document and add a signature (1)

Menerima dokumen yang akan ditandatangan
Receive documents to be signed

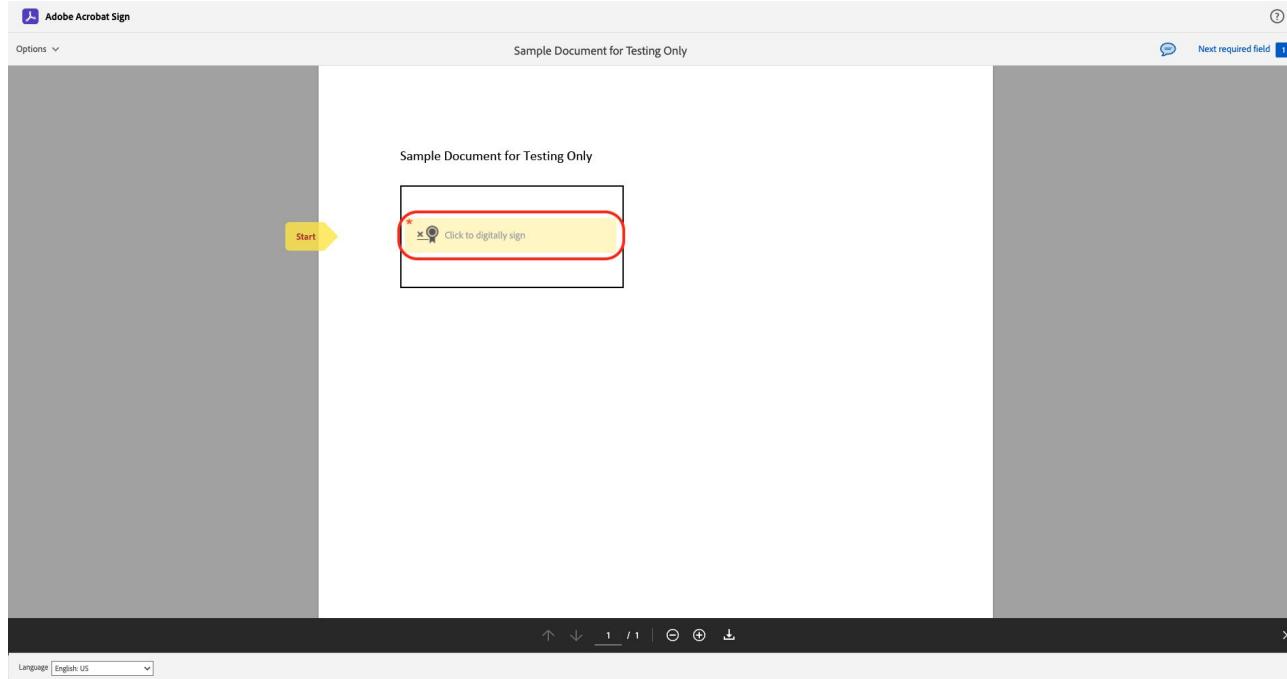


Penerima menerima dokumen di email. Buka dokumen tersebut.

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

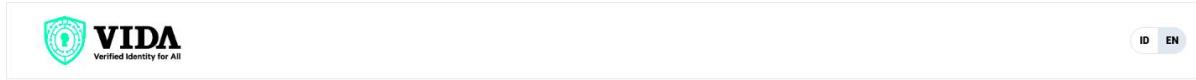
Anda akan diarahkan ke halaman VIDA. Masukan alamat email dan nomor HP kemudian klik tombol “Continue”.

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)



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

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

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

The image shows a screenshot of an email invitation from VIDA. At the top left is the VIDA logo with the tagline "Verified Identity for All". Below it is a circular icon depicting two people holding a document. The main body of the email starts with "Dear Tester," followed by a "BAHASA" link. A bold section header reads "Anda diminta untuk Menyelesaikan Verifikasi Identitas!". Below this, a paragraph explains the purpose: "Anda telah menerima undangan untuk menyelesaikan proses verifikasi identitas online (eKYC). Silakan ikuti langkah-langkah mudah berikut. Klik tombol di bawah untuk memulai proses verifikasi." It also advises using a modern browser. A large green button at the bottom left says "Mulai Verifikasi Identitas". The right side of the email features a "Start Identity Verification" button in a green box, with a note below it: "For any query, please contact support@vida.id". The message concludes with "Regards, Team VIDA". At the bottom are social media icons for Facebook, Twitter, LinkedIn, and Instagram, and a copyright notice: "copyright © 2022 vida.id. all rights reserved."

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-e1e2-41dd-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 Steps of Identity Verification page



EN ID

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

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

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)*



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.

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 : 240345c1-e1e2-41dd-8929-17440743660b

Personal Information

Personal Information

Please provide your basic details.

Mobile Number Email Address

Name

NIK Number

Date Of Birth

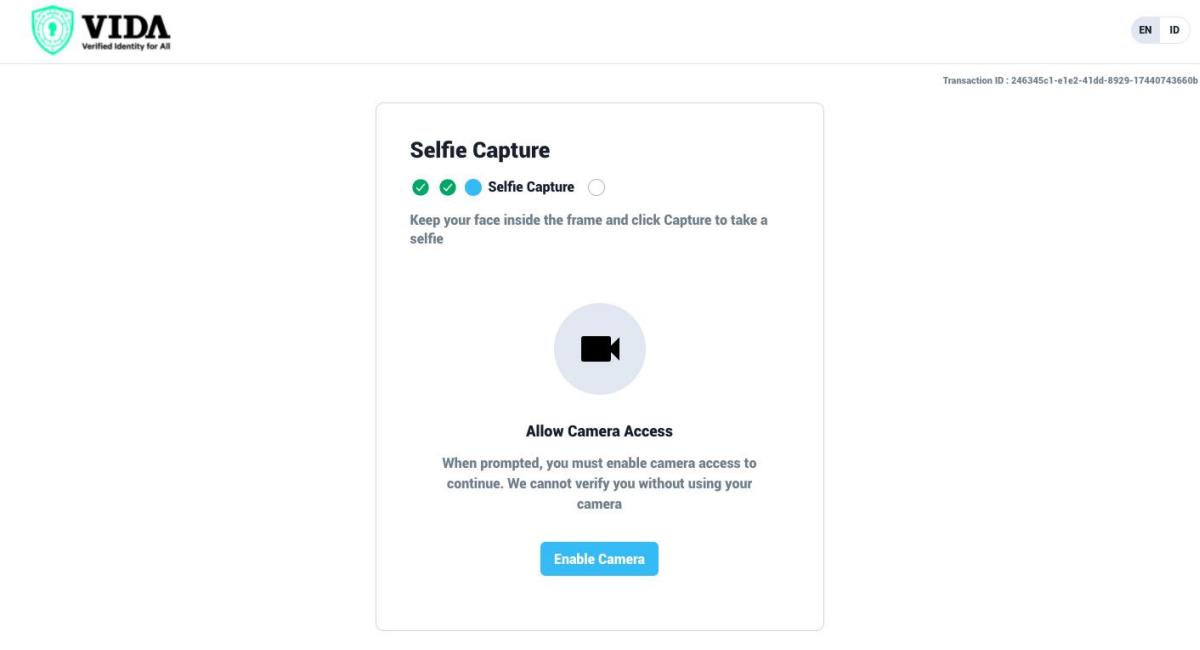
Masukan nama lengkap, nomor NIK, dan tanggal lahir sesuai dengan KTP. Klik tombol “Continue” untuk melanjutkan.

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)



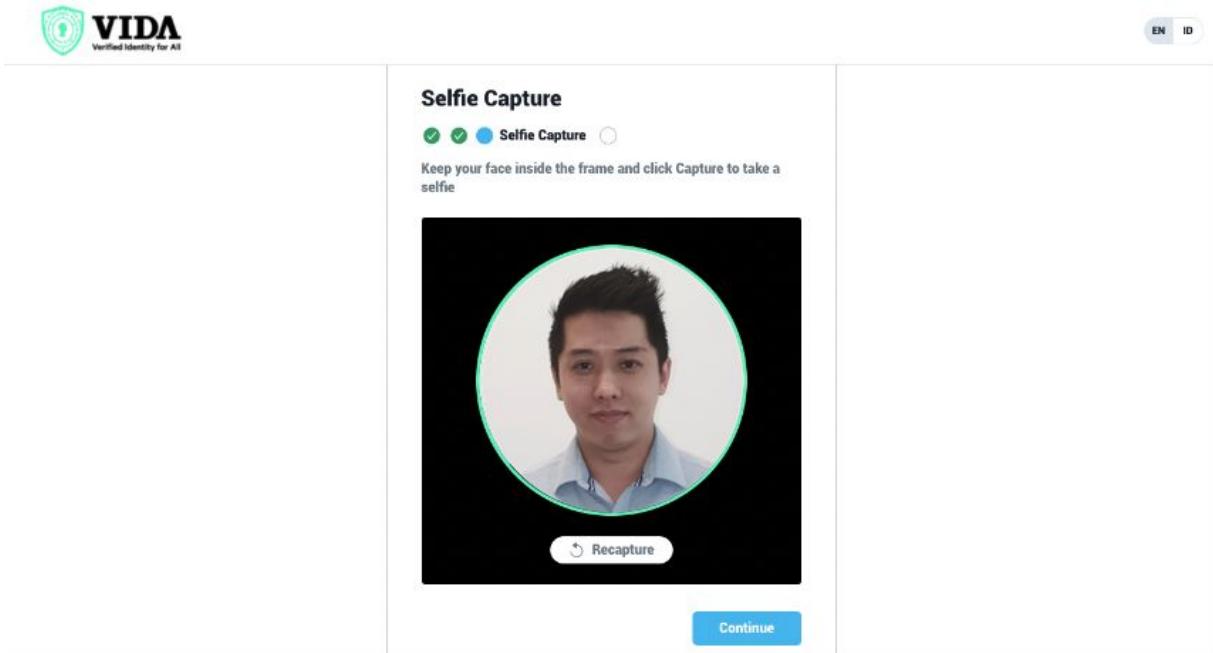
Jika akses ke kamera belum diizinkan, maka akan muncul halaman untuk mengizinkan akses kamera. Klik tombol “Enable Camera” untuk mengizinkan akses kamera.

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)



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*



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

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

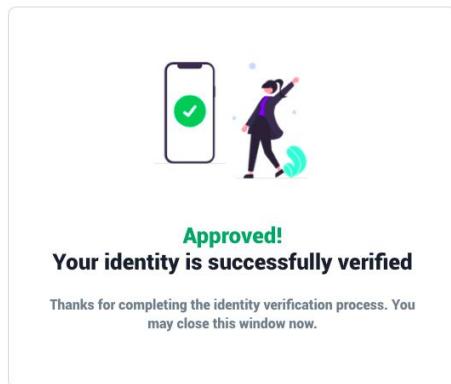
EN ID

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-e1e2-41dd-8929-17440743660b

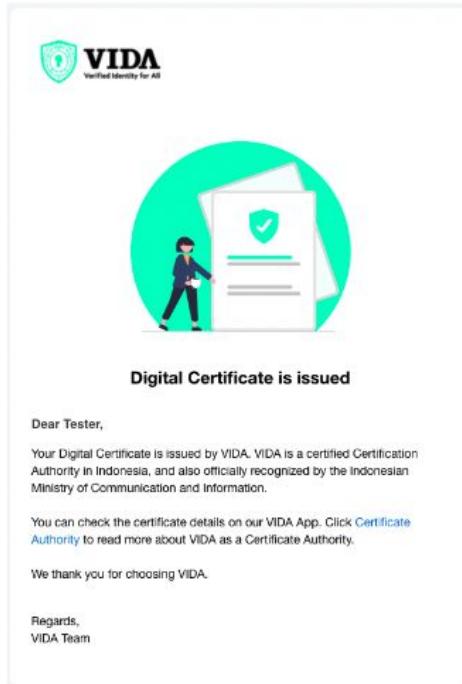
VIDA backend akan melakukan verifikasi data yang sudah dikirimkan. Jika data sudah sesuai, maka ditampilkan halaman “Approved!”. Halaman eKYC VIDA dapat ditutup.

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

Email Subject : Digital Certificate is issued.

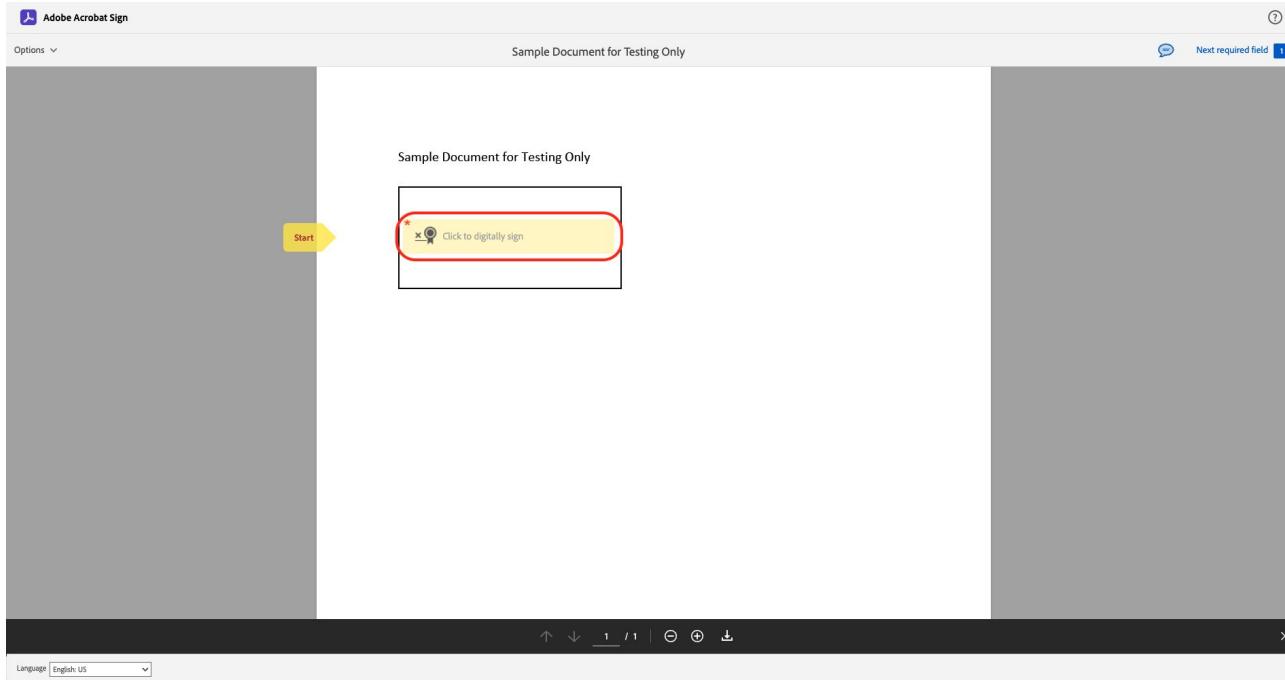


Setelah proses eKYC berhasil, user akan terima email pemberitahuan dari VIDA bahwa Sertifikat Digital telah diterbitkan.

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

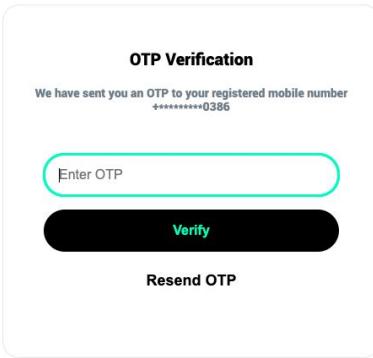
Continue

Anda akan diarahkan ke halaman VIDA. Masukan 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)*



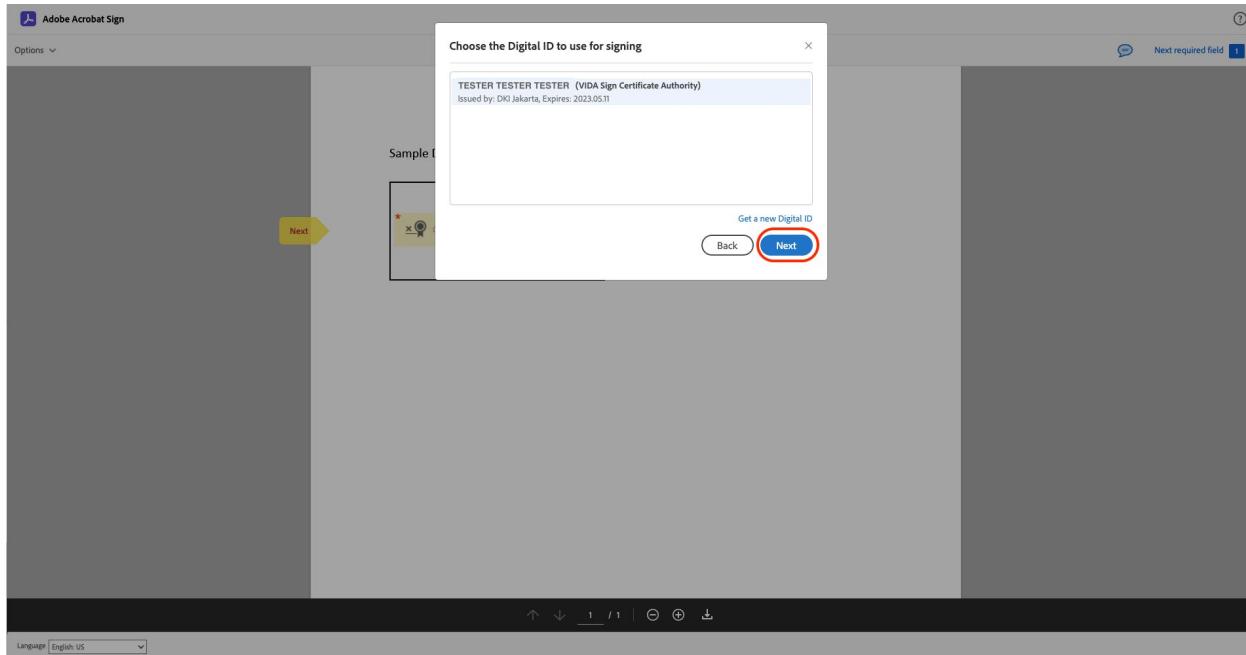
The screenshot shows a digital interface for OTP verification. At the top, it says "OTP Verification". Below that, a message states: "We have sent you an OTP to your registered mobile number +*****0386". There is a green-outlined input field labeled "Enter OTP". Below the input field is a black button with the word "Verify" in white. At the bottom of the screen, there is a link labeled "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)*

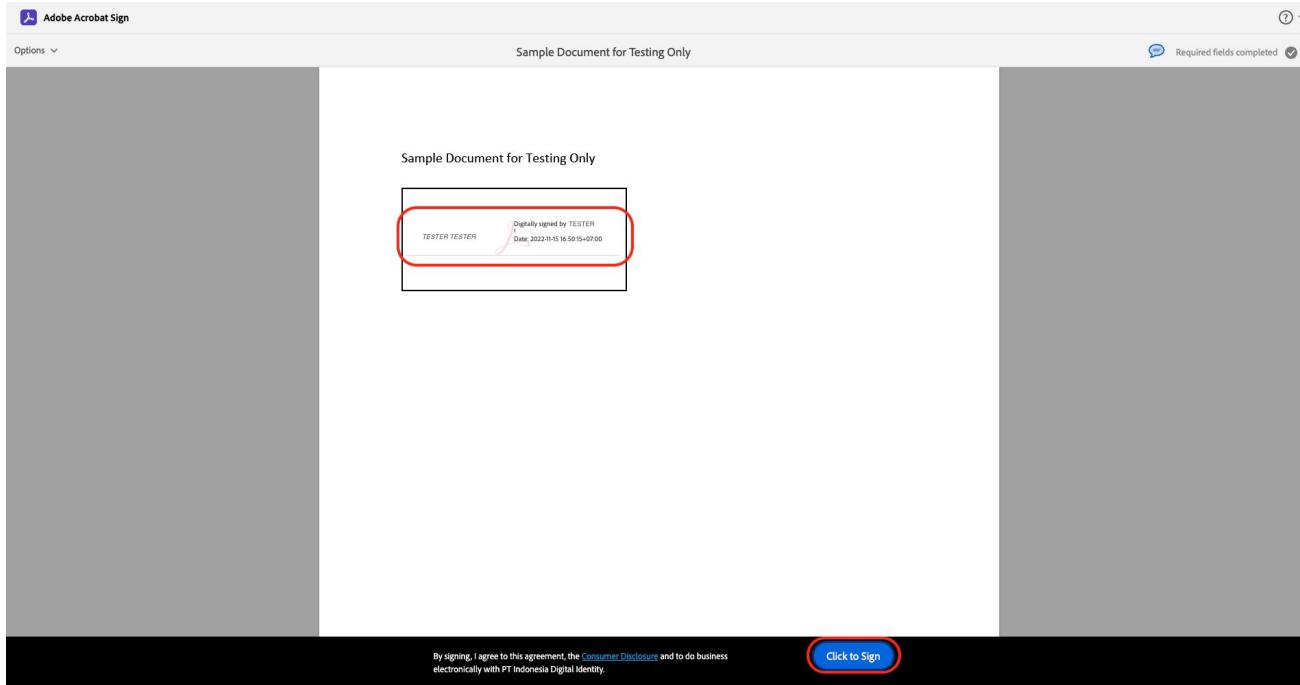


Pilih Digital Certificate yang akan digunakan, kemudian klik tombol “Next”.

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)*

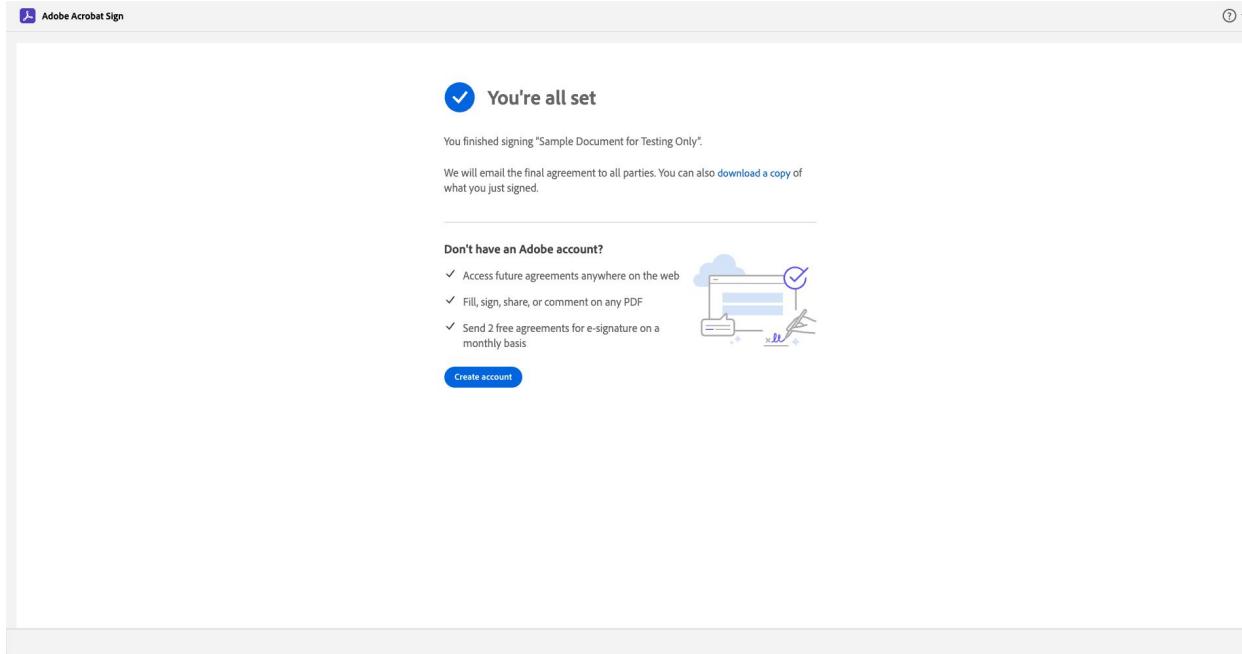


Setelah Digital Signature ditambahkan, klik tombol “Click to Sign” untuk melakukan tanda tangan dokumen tersebut.

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



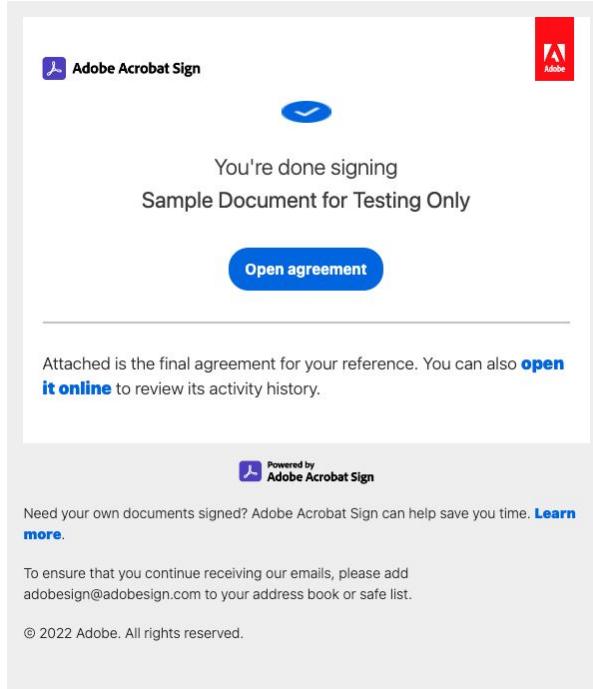
The screenshot shows a confirmation message from Adobe Acrobat Sign. It features a blue circular icon with a white checkmark and the text "You're all set". Below this, it says "You finished signing 'Sample Document for Testing Only'." and "We will email the final agreement to all parties. You can also download a copy of what you just signed." There is a section for users without an account, listing three benefits: "Access future agreements anywhere on the web", "Fill, sign, share, or comment on any PDF", and "Send 2 free agreements for e-signature on a monthly basis". A "Create account" button is located at the bottom of this section. To the right of the text, there is a small graphic of a computer monitor displaying a document with a signature being applied.

**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 penandatangan 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



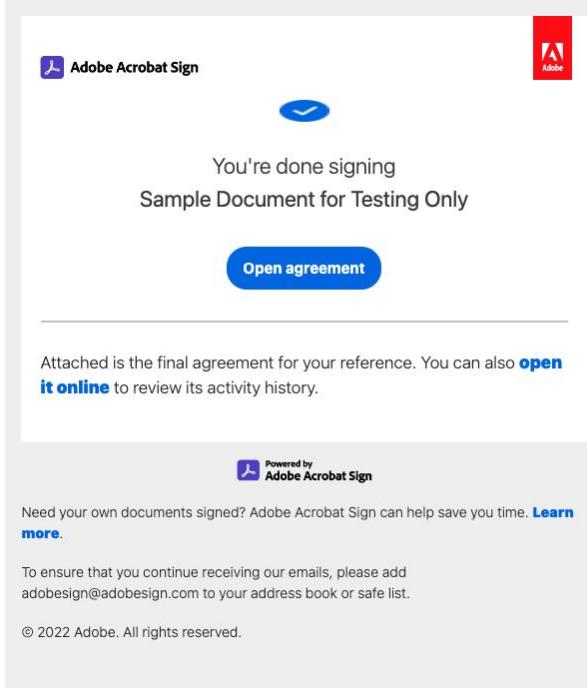
VIDA
Verified Identity for All



Adobe Sign

Download Signed Document (1)

Download dari halaman dokumen (1) *Download from the document page (1)*

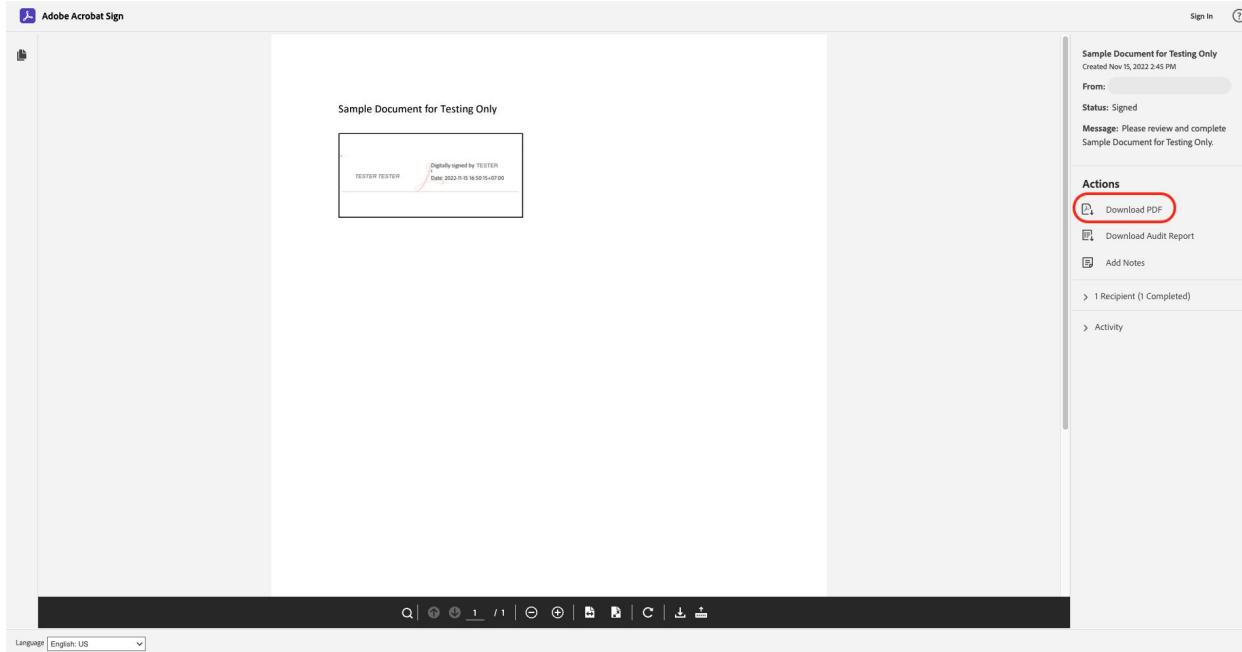


Buka dokumen yang telah selesai ditandatangan dengan cara klik Open Agreement pada email.

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)



The screenshot shows the Adobe Acrobat Sign interface. On the left, there is a preview of a document titled "Sample Document for Testing Only". The preview shows a digital signature from "TESTER TESTER" dated "2022-11-16 16:50:51+07:00". On the right, there is a detailed view of the document's metadata and actions. The metadata includes the title, creation date ("Created Nov 15, 2022 2:45 PM"), sender ("From:"), status ("Status: Signed"), and a message ("Message: Please review and complete Sample Document for Testing Only."). Below the metadata is a section titled "Actions" which contains four items: "Download PDF" (highlighted with a red circle), "Download Audit Report", "Add Notes", and two expandable sections for "1 Recipient (1 Completed)" and "Activity". At the bottom of the interface, there is a toolbar with various icons and a language selection dropdown set to "English: US".

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

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

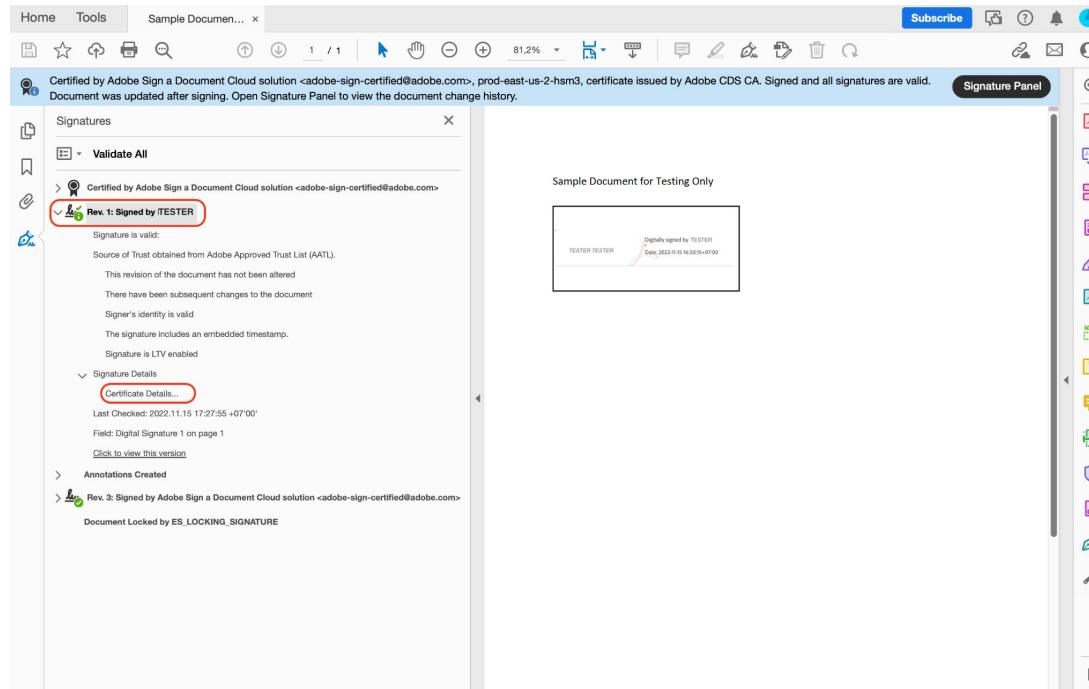


Adobe Sign

Check a Digital Signature in a Document (1)

Opsi 1: Melalui Adobe Acrobat Reader (1)

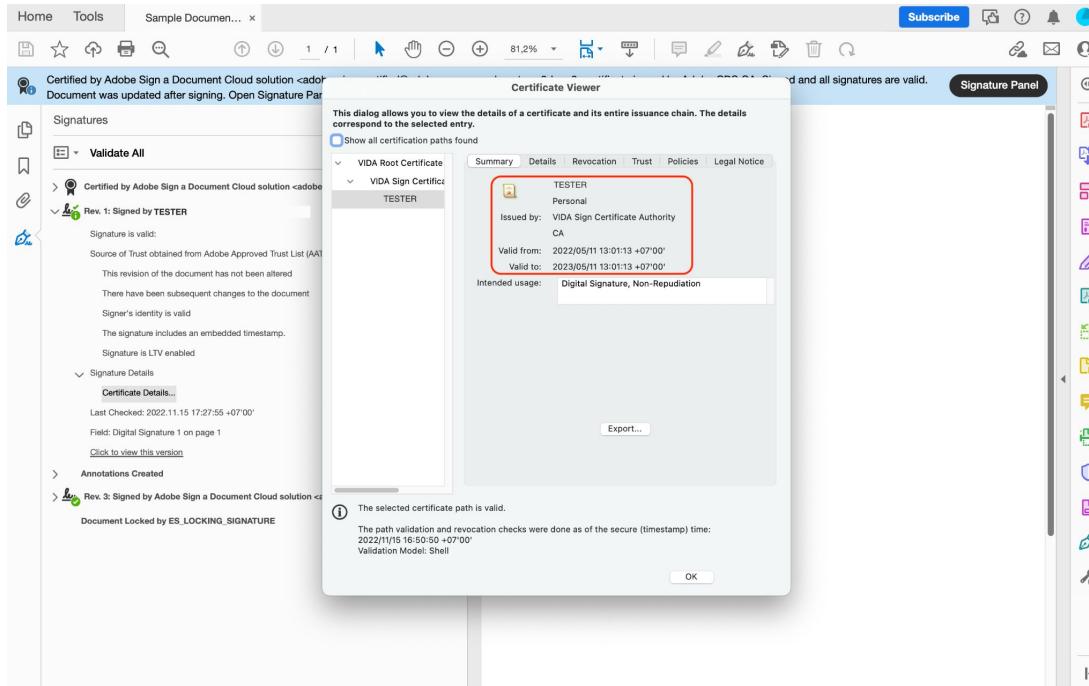
Option 1: Via Adobe Acrobat Reader (1)



- **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)



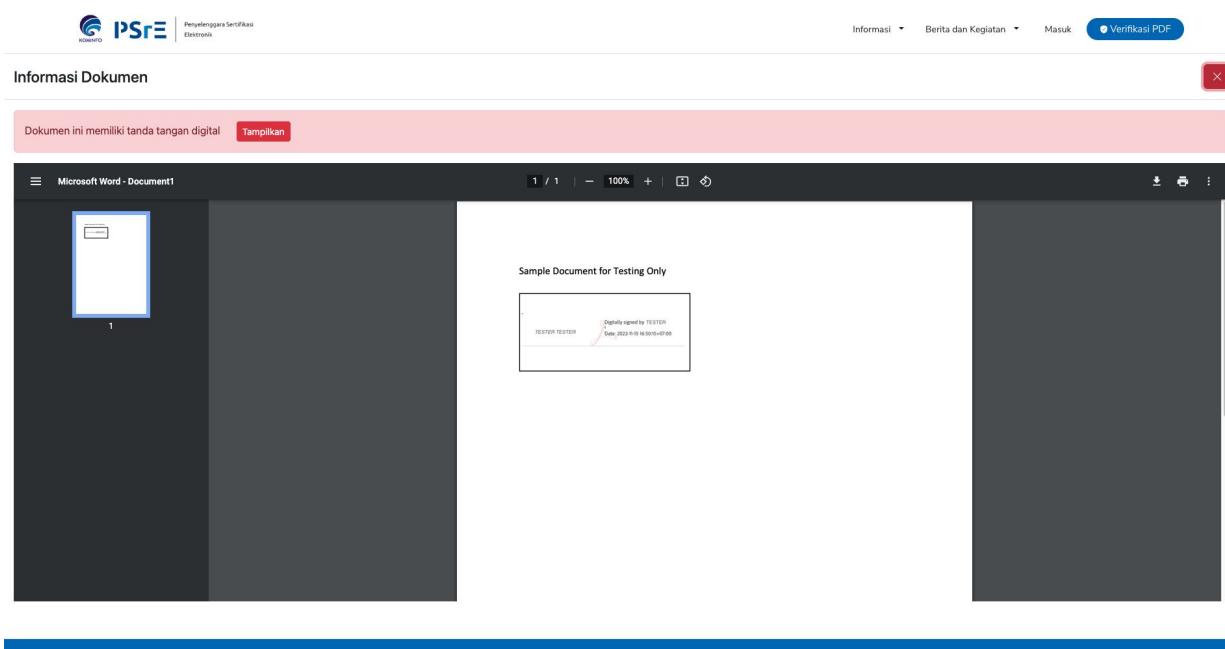
The screenshot shows the PDFSign website interface. On the left, there is a cartoon character of a smartphone with a smiling face. To its right, the word "PDFSign" is written in large, bold letters. Below it, the text "Verifikasi dokumen PDF anda!" is displayed. A prominent blue button with the text "Unggah dokumen PDF" and an upward arrow icon is centered, with a red border highlighting it. At the top of the page, there is a navigation bar with the Kominfo logo, the text "Penyelenggara Sertifikasi Elektronik", and links for "Informasi", "Berita dan Kegiatan", "Masuk", and "Verifikasi PDF".

- Buka website berikut di browser:
<https://tte.kominfo.go.id/verifyPDF>
- Klik tombol “Unggah dokumen PDF” dan pilih dokumen yang akan diverifikasi Digital Signaturenya.
- 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)



The screenshot shows a web browser window with the Kominfo Electronic Signature website. At the top, there is a logo for 'PSrE' (Penyelenggara Sertifikasi Elektronik) and a navigation bar with links for 'Informasi', 'Berita dan Kegiatan', 'Masuk', and 'Verifikasi PDF'. Below the navigation bar, the main content area is titled 'Informasi Dokumen'. A pink banner at the top of this section states 'Dokumen ini memiliki tanda tangan digital' (This document has a digital signature) and contains a 'Tampilkan' (Show) button. The main document preview area shows a Microsoft Word document titled 'Microsoft Word - Document1'. The first page of the document is titled 'Sample Document for Testing Only' and contains a digital signature box. The box displays the text 'Digitally signed by TESTER Date: 2022-01-16 16:50:15+07'.

- 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 shows a web interface for document verification. At the top, there's a header with the Kominfo logo and navigation links for 'Informasi', 'Berita dan Kegiatan', 'Masuk', and 'Verifikasi PDF'. Below the header, a pink banner states 'Dokumen ini memiliki tanda tangan digital' with a 'Tampilkan' button. On the left, a sidebar lists 'Tanda Tangan #1', 'Tanda Tangan #2', and 'Tanda Tangan #3'. The main content area has two sections: 'Tanda Tangan #1' and 'Sertifikat'. The 'Tanda Tangan #1' section contains a summary of the signature status and detailed information about the signer, timestamp, and certificate issuer. The 'Sertifikat' section shows a summary of the certificate and its details, including serial number, validity period, and certificate authority.

Anda dapat melihat informasi penandatangan 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 shows a web page with the Kominfo logo and navigation menu (Informasi, Berita dan Kegiatan, Masuk, Verifikasi PDF). A red banner at the top states "Dokumen ini memiliki tanda tangan digital" with a "Tampilkan" button. On the left, a sidebar lists "Tanda Tangan #1", "Tanda Tangan #2", and "Tanda Tangan #3". The main content area displays a certificate titled "Sertifikat" with three entries: "Sertifikat #1", "Sertifikat #2", and "Sertifikat #3". Below this, detailed certificate information is shown:

✓ 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:18:15:6F: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