

# Signing Manual

## 1. User Profile Creation:

For signing any document, the user can create a user profile as a profile is already created when user is registering, user need to choose a subscription plan and then sign the document. Alternatively, user can create a profile to sign a document.

### Step-1

User need to login to the system. After successful login the screen attached below will appear. Follow the arrow for more precise understanding. Click on sign and validate.

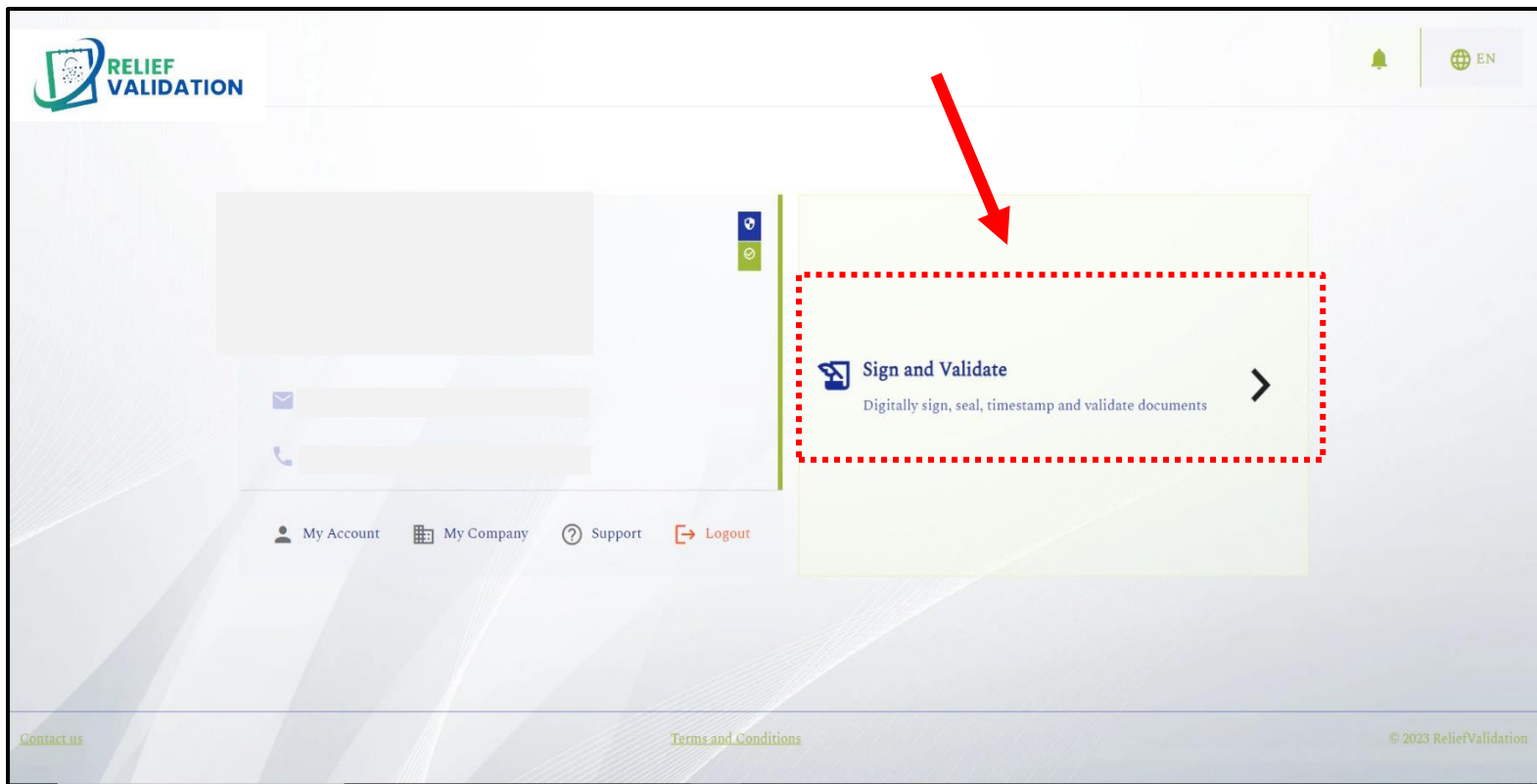


Figure 1: home page.

## Step 2:

After clicking on the “Sign and validate” option user will redirect to a page from where they can create their user profile. A particular user can have multiple user profile. Click on “Create user profile” to create a user profile.



Figure 2: User profile creation page.

### Step 3:

Once user clicks on “Create user profile” option following portal will be displayed just have to provide a “user profile name” other information will be auto filled according to the information user have provided during registration. Initially next button will be disable, when user will provide the user name the next button will be activated. Click on “Next” to go to the next page.

The screenshot shows the 'New User Profile' form with the following fields and annotations:

- User Profile Name \***: A text input field highlighted with a red dashed border. A red arrow points to it from a box containing the text 'Give a user profile name'.
- User Profile Type \***: A dropdown menu with 'Digital Signature' selected.
- First Name \***: A text input field.
- Last Name \***: A text input field.
- Personal Number \***: A text input field.
- Identity Card Number \***: A text input field.
- Identity Card Expiration Date \***: A date picker showing '31/05/2023'.
- Date of birth \***: A date picker.
- Phone \***: A text input field.
- Home phone**: A text input field.
- E-mail \***: A text input field.
- Address \***: A text input field with 'Gulshan' entered.
- Postal Code \***: A text input field with '1219' entered.
- City \***: A text input field with 'Dhaka' entered.
- Country \***: A dropdown menu with 'Bangladesh' selected.
- Certificate Thumbprint (SHA-256)**: A text input field.
- Next >**: A green button highlighted with a red solid border. A red arrow points to it from the bottom right.
- Clear**: A red 'X' icon and the word 'Clear' at the bottom left.
- Cancel**: A text link at the bottom right.

Figure 3: Profile creation form.

#### Step 4:

Here in this page user will have provide supporting document, Document type has a dropdown menu user can select their document type from there. Initially next button will be disable, when user will provide the user name the next button will be activated. Click on “Next” to go to the next page.

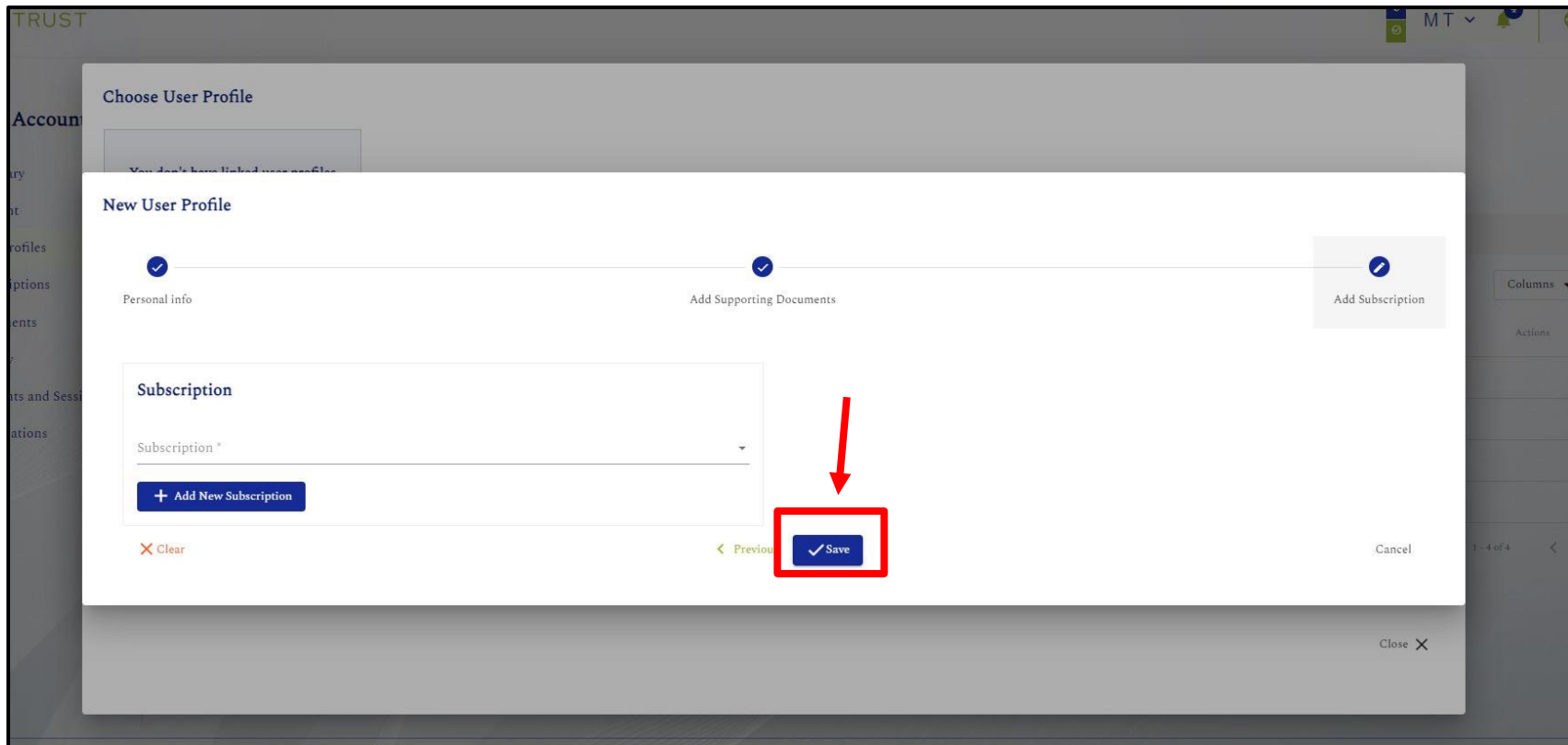
Process of uploading the document, choose file->select document type->add supporting document->click on “Next”.

The screenshot displays the 'Choose User Profile' modal in the DG TRUST application. The modal is titled 'Choose User Profile' and shows a progress bar with three steps: 'Personal info' (completed), 'Add Supporting Documents' (current step), and 'Add Subscription'. Below the progress bar, a message states 'Please add the following documents to proceed:' followed by a list item 'ID Card (both sides)'. A red arrow points to the 'Choose file' button in the 'Choose Existing Document' section. The 'Document Type' dropdown is set to 'ID Card (both sides)' and the 'Comment' field contains 'NID'. A red box highlights the '+ Add Supporting Document' button. At the bottom, there are 'Clear', 'Previous', 'Next', and 'Cancel' buttons. The 'Next' button is highlighted in green, indicating it is active. The background shows the 'My Account' sidebar with options like Summary, Account, User Profiles, Subscriptions, Documents, History, Consents and Sessions, and Notifications. The top right corner shows the user's profile 'MT' and a language selector 'EN'.

Figure 4: Document uploading

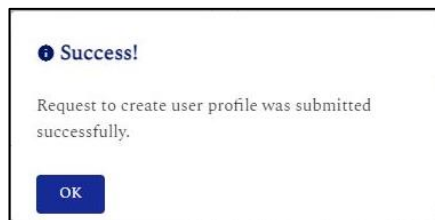
### Step 5:

User can create subscription form clicking “Add new subscription” or just can click on “save” to proceed to the next step.



The screenshot shows a 'New User Profile' form with three steps: 'Personal info', 'Add Supporting Documents', and 'Add Subscription'. The 'Add Subscription' step is active. It contains a 'Subscription' dropdown menu with a '+' icon and a 'Clear' button. Below the dropdown is a '+ Add New Subscription' button. At the bottom right of the form, there is a 'Save' button with a checkmark icon, which is highlighted with a red box and a red arrow pointing to it. Other buttons include 'Previous', 'Cancel', and 'Close'.

Figure 5: Add subscription.



After clicking the save option this pop-up window will appear addressing that profile creation request is submitted.

### Step 5:

The user will get notification on RVL's mobile authentication app during this process, it will ensure users authenticity.

CA will review the request of profile creation and will approve the request. After getting approval user will need to sign a contract. Without signing the document user can't sign any document.

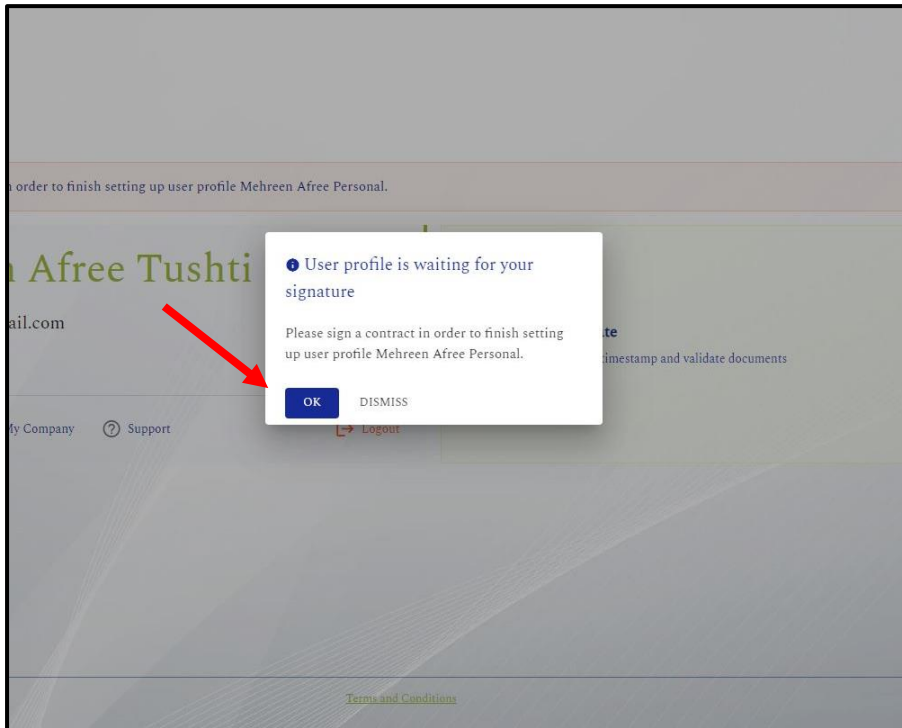


Figure 6: Contract signing notification.

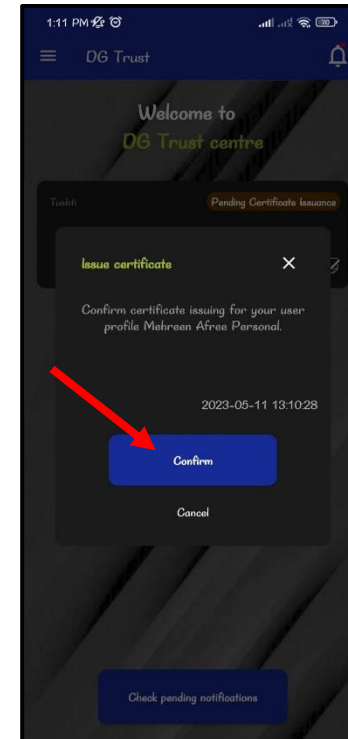


Figure 7: RVL mobile app confirmation notification.

## Step 6:

Here contact will appear for signing. Read the contact then click on “Agree and sign” for signing the contract. After signing the contract notification will sent to the mobile click on confirm to authenticate its you.

Page 3

Please read the Contract and proceed with sealing

**RELIEF VALIDATION**

UGOVOR o korišćenju CloudID usluga

NetSeT Global Solutions Beograd  
Beograd, 2023 godine.

po Uslovima korišćenja CloudID usluga od 01.09.2021. godine

Zaključen dana: 11.05.2023. godine      Prodajno mesto:

Ugovorne strane:  
1. Pružalac usluga: NetSeT Global Solutions Beograd DOO, Panske komune 24, 11070 Novi Beograd (u daljem tekstu: Pružalac usluga)  
2. Korisnik:

Ime i prezime:	Adresa:	Br. Identifikacionog dokumenta (I.k, pasos)
Mehreen Afree Tushti	Gulshan , 1219 Dhaka, Bangladesh	BR LK: 152469843

Kontakt tel:  
+8801771560280

Dostava računa: Korisnik se opredeljuje za elektronski način dostave računa

☒ Elektronskim putem /e-mail: testcase977@gmail.com

Close X

Figure 8: Contact page.

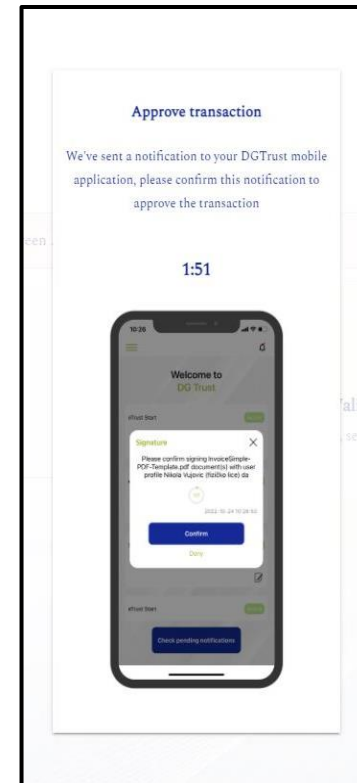


Figure 9: Mobile authentication notification.



## **2.Avaling subscription plan:**

Before signing user will have to choose a convenient subscription plan, For availing the subscription package steps are given bellow.

### **Step 1:**

After profile creation user will have to refresh the page then user needs to click on my profile where he will get to see this recently created profile.

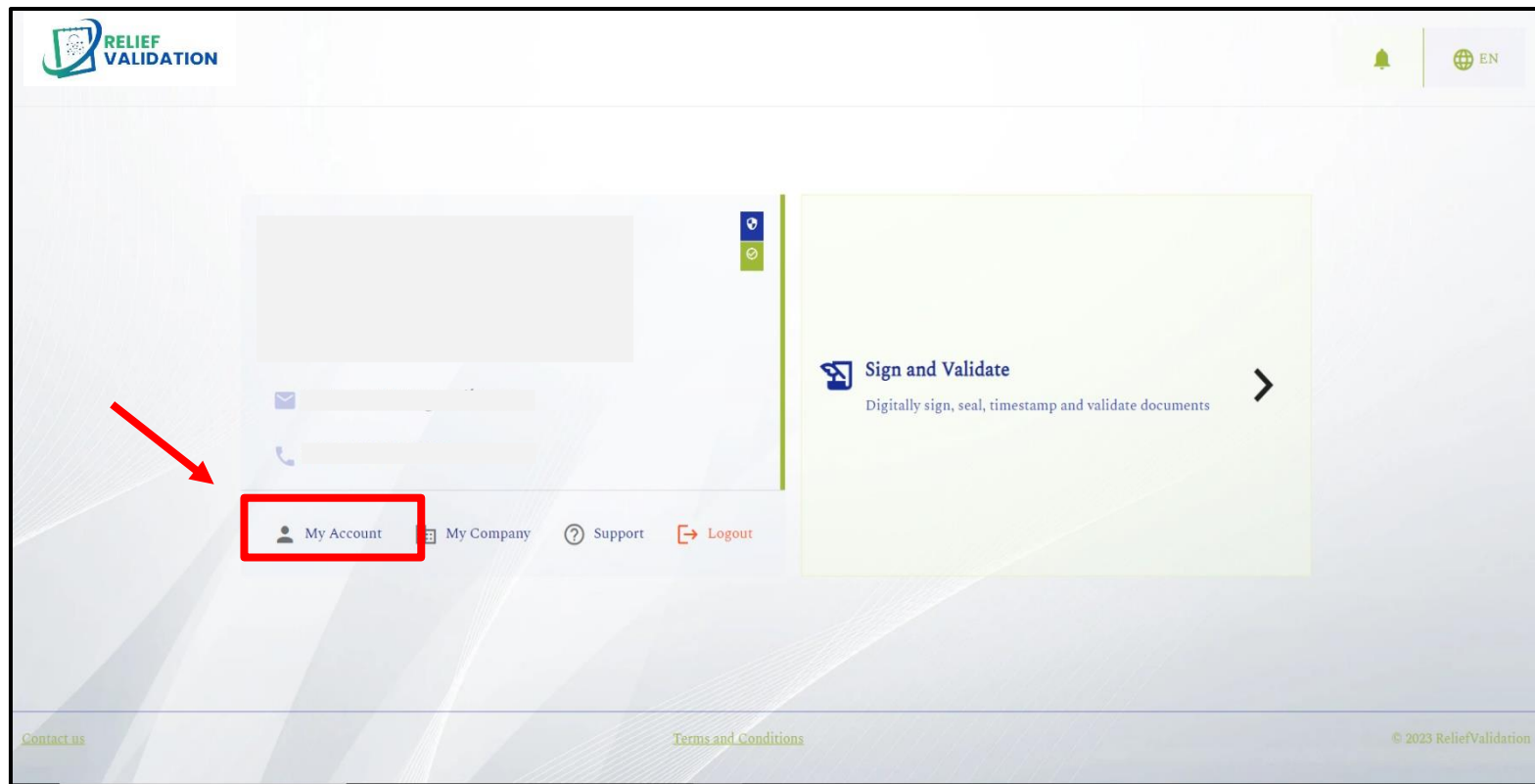


Figure 1: home page.

## Step 2:

From here click on “Subscriptions”. All the user’s profile will be appeared into the screen, select the profile from which you want to sign from. Here by default a subscription package will be given you just have to change the subscription according to your convenience.

The screenshot shows the 'My Account' page with a sidebar on the left containing links: Summary, Account, User Profiles, Subscriptions (highlighted with a red box and a red arrow), Documents, History, Consents and Sessions, and Notifications. The main content area is titled 'Subscriptions' and features a '+ Create Subscription' button. Below this is a table of subscriptions. The table has columns for Subscription Name, User Profile Name, Client Type, and State. The table lists 12 subscriptions, all with an 'Active' state. A red dashed box highlights the table area.

Subscription Name	User Profile Name	Client Type	State
Basic Package			Active
Unlimited Package			Active
Promo Package			Active
Unlimited Package			Active
Promo Package	N/A		Active
Silver Package			Active
Silver Package			Active
Promo Package			Active
Basic Package			Active
Promo Package	N/A		Active

Figure 2: My profile.

### Step 3:

Once user clicks on the “Change Plan”, to avail subscription package.

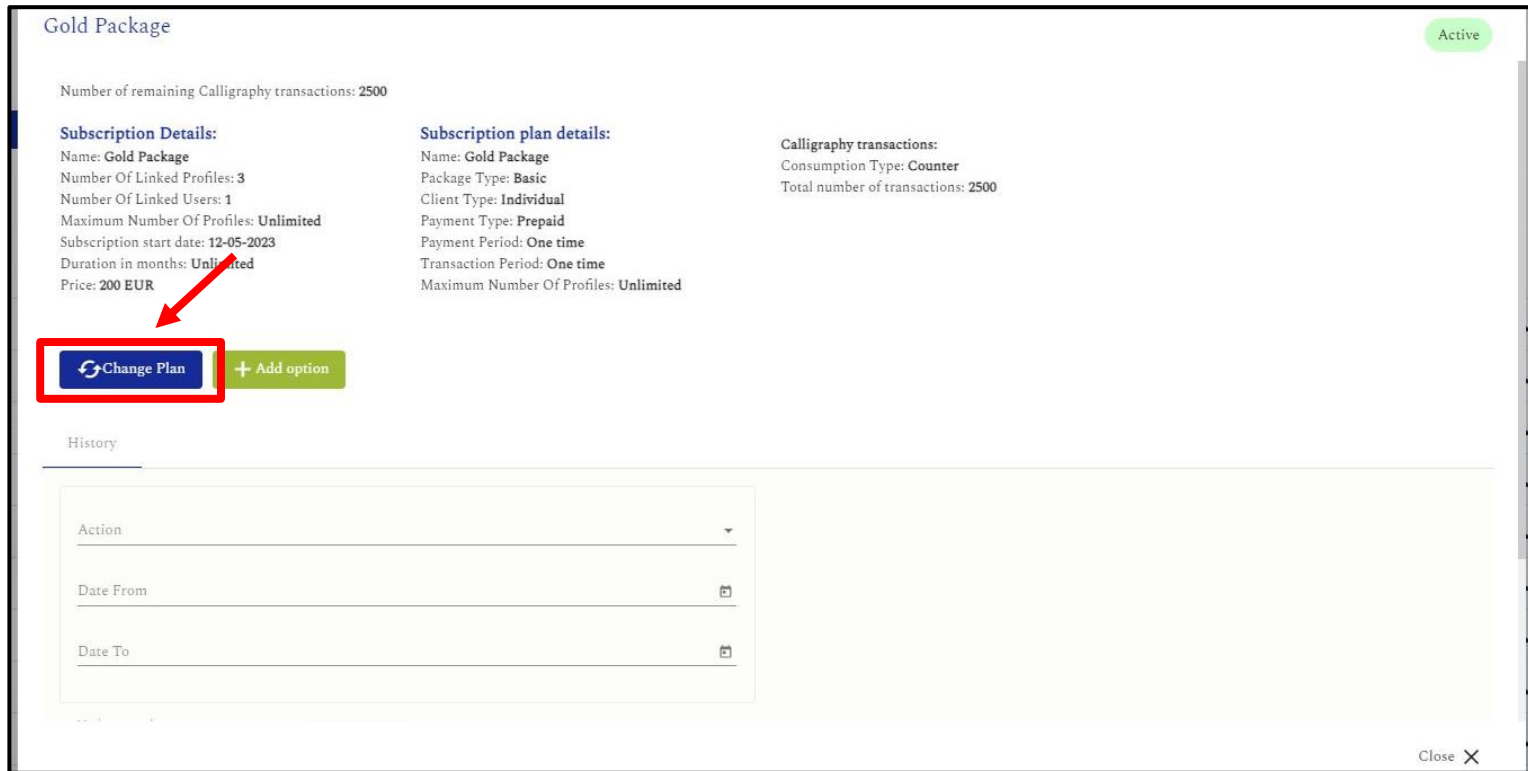


Figure 3: Change subscription plan.

#### Step 4:

Choose a convenient subscription plan and close the window. A notification window will appear to whether you want take the subscription package.

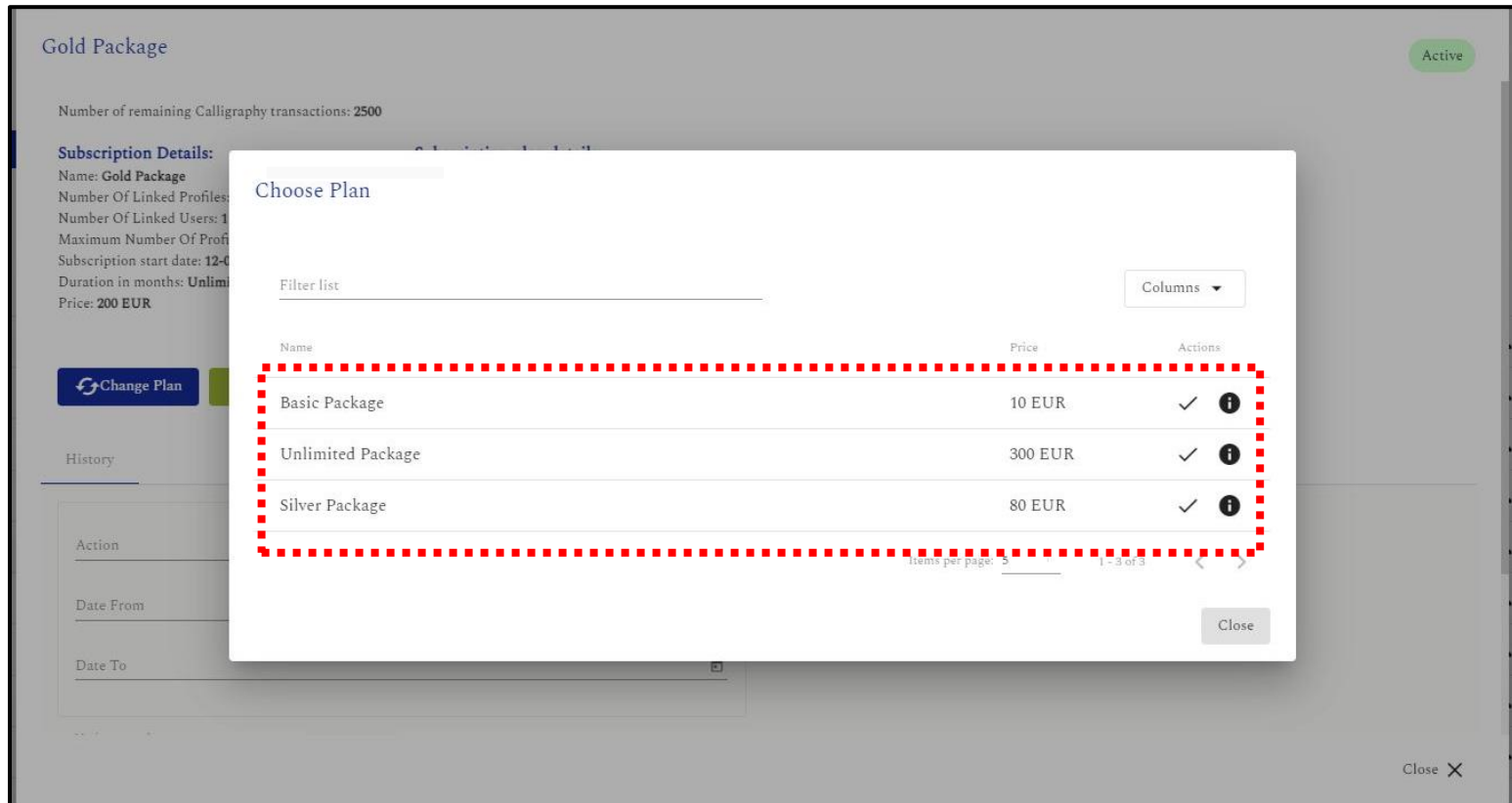
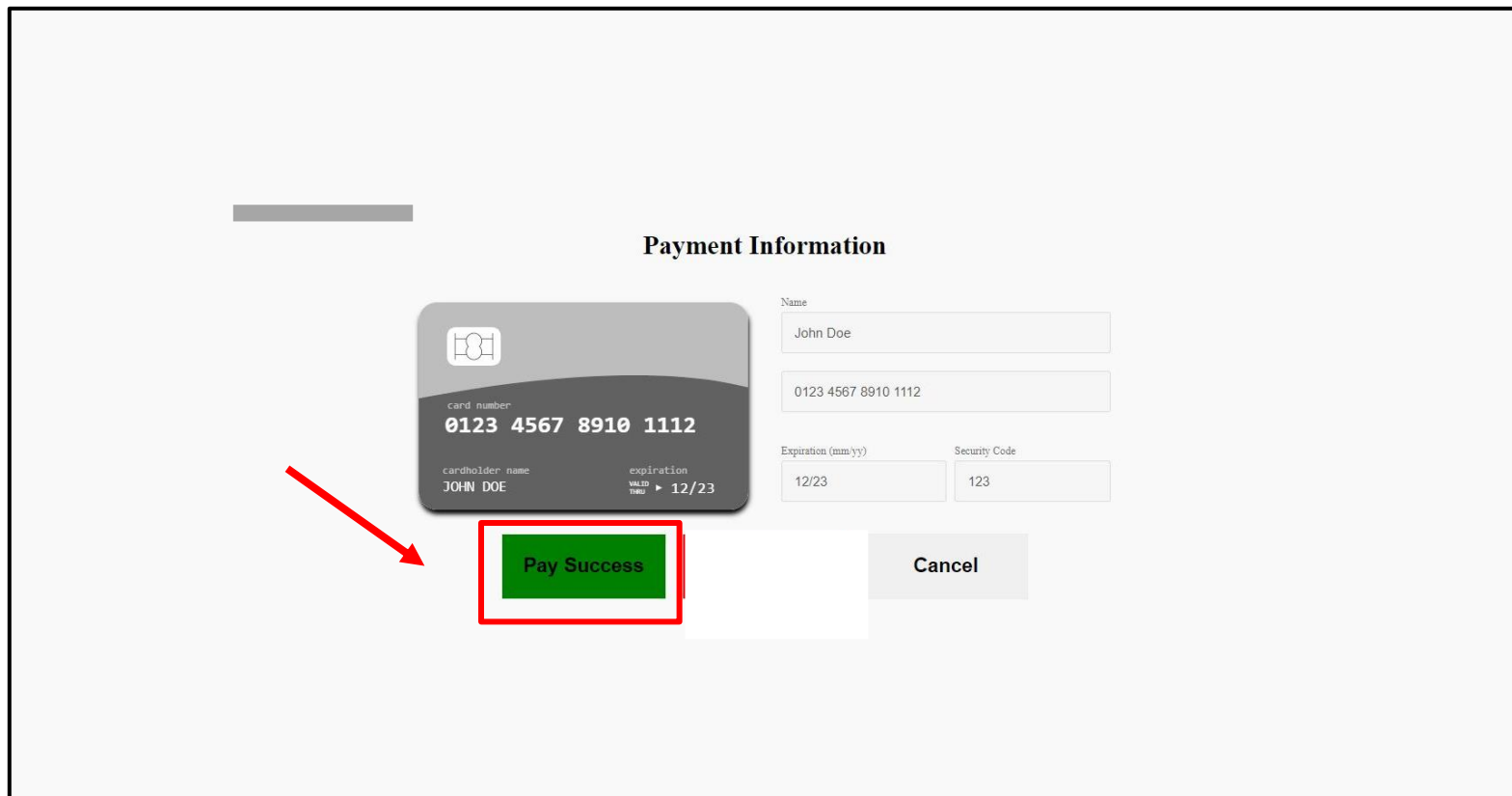


Figure 4: Subscription package.

**Step 5:**

You have to click on play success button for payment. A notification window will appear to after successful transaction.



The image shows a payment interface titled "Payment Information". On the left is a graphic of a credit card with the following details: card number 0123 4567 8910 1112, cardholder name JOHN DOE, and expiration date 12/23. To the right of the card are input fields for Name (John Doe), card number (0123 4567 8910 1112), Expiration (mm/yy) (12/23), and Security Code (123). Below the card and input fields are two buttons: a green "Pay Success" button and a grey "Cancel" button. A red arrow points to the "Pay Success" button, which is also enclosed in a red rectangular box.

Figure 4: Payment.

### 3.e-sign process:

#### Step 1:

For signing any document user need to click on the “sign and validate” option.

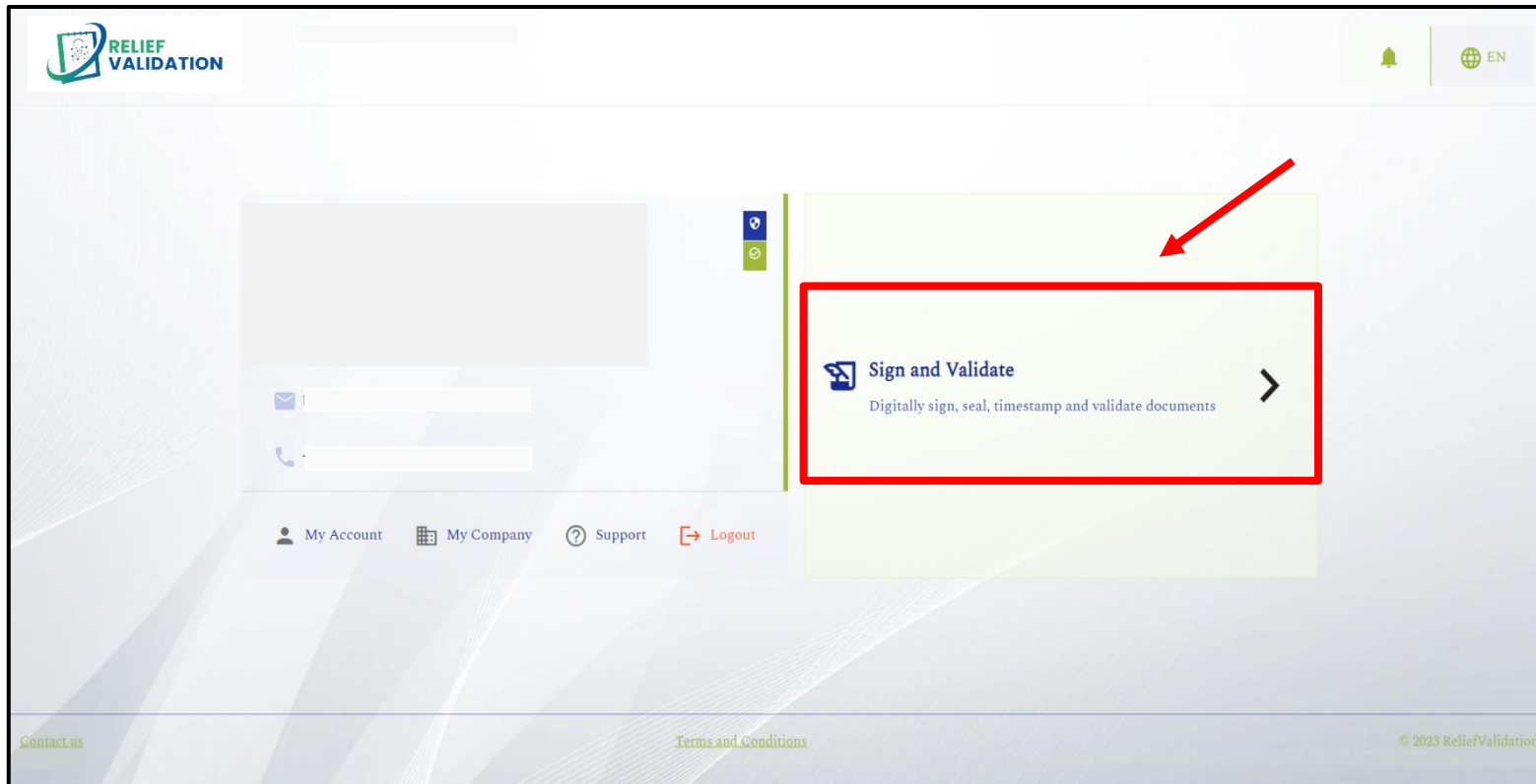


Figure 1: home page.

## Step 2:

For signing any document click or drag the document you want sign into the highlighted area. Here the document size should be less than 1 GB

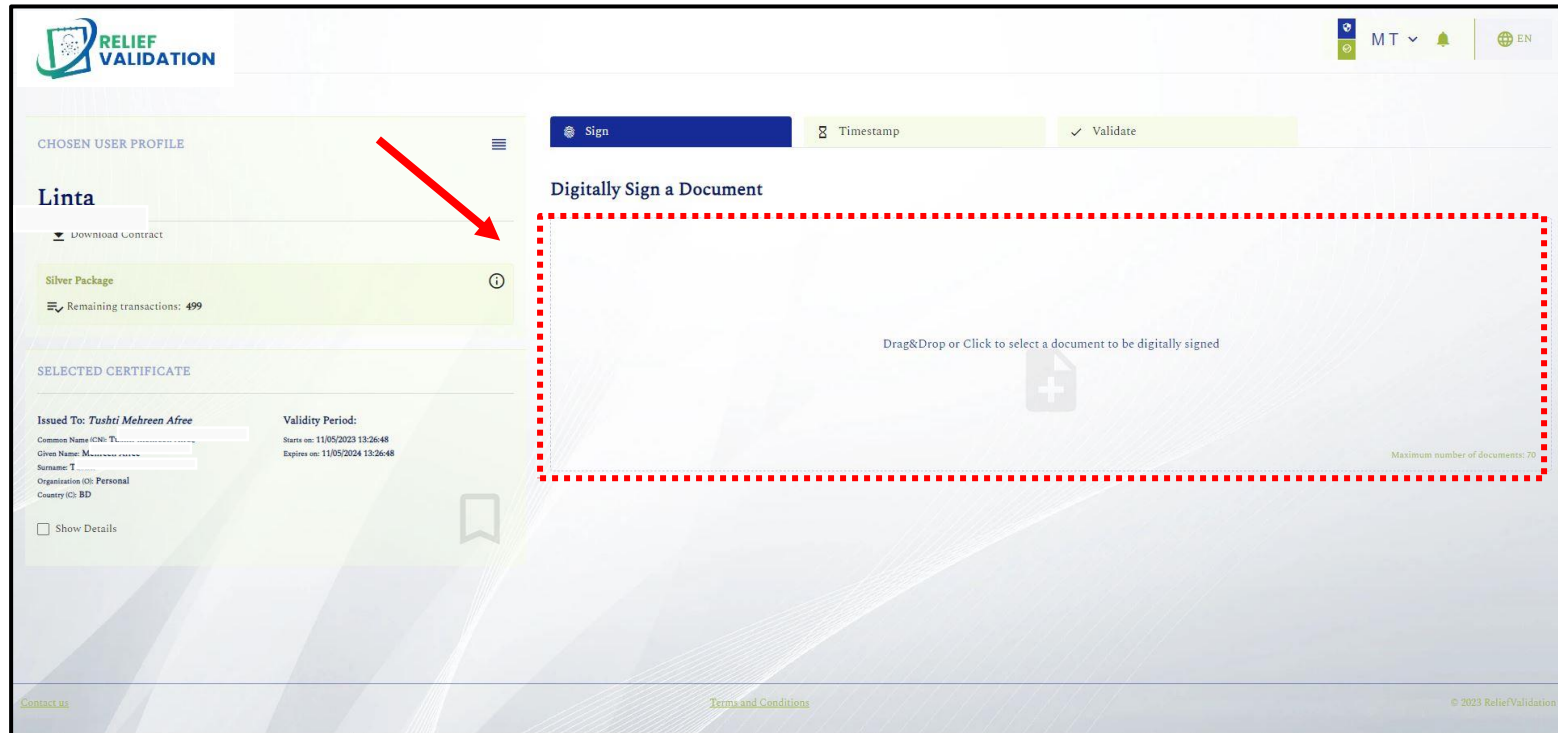


Figure 2: document uploading for signing.

### Step 3:

Click on “sign” to sign the document.

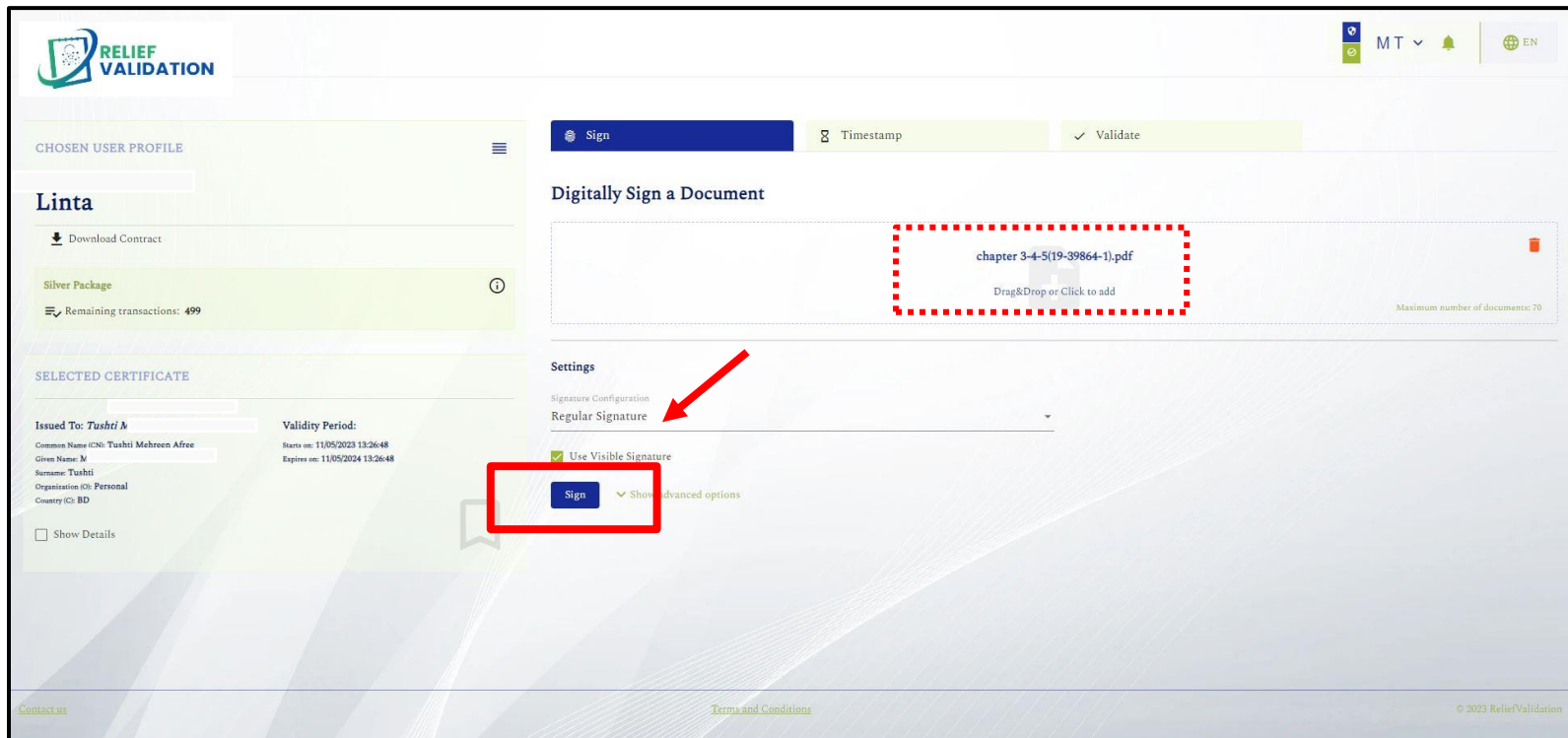


Figure 3: signing document.



#### Step 4:

Place the signature place holder where you want the signature to be placed. After placing the sign click on “Sign”. During this process you need to confirm the notification from your RVL mobile authentication application.

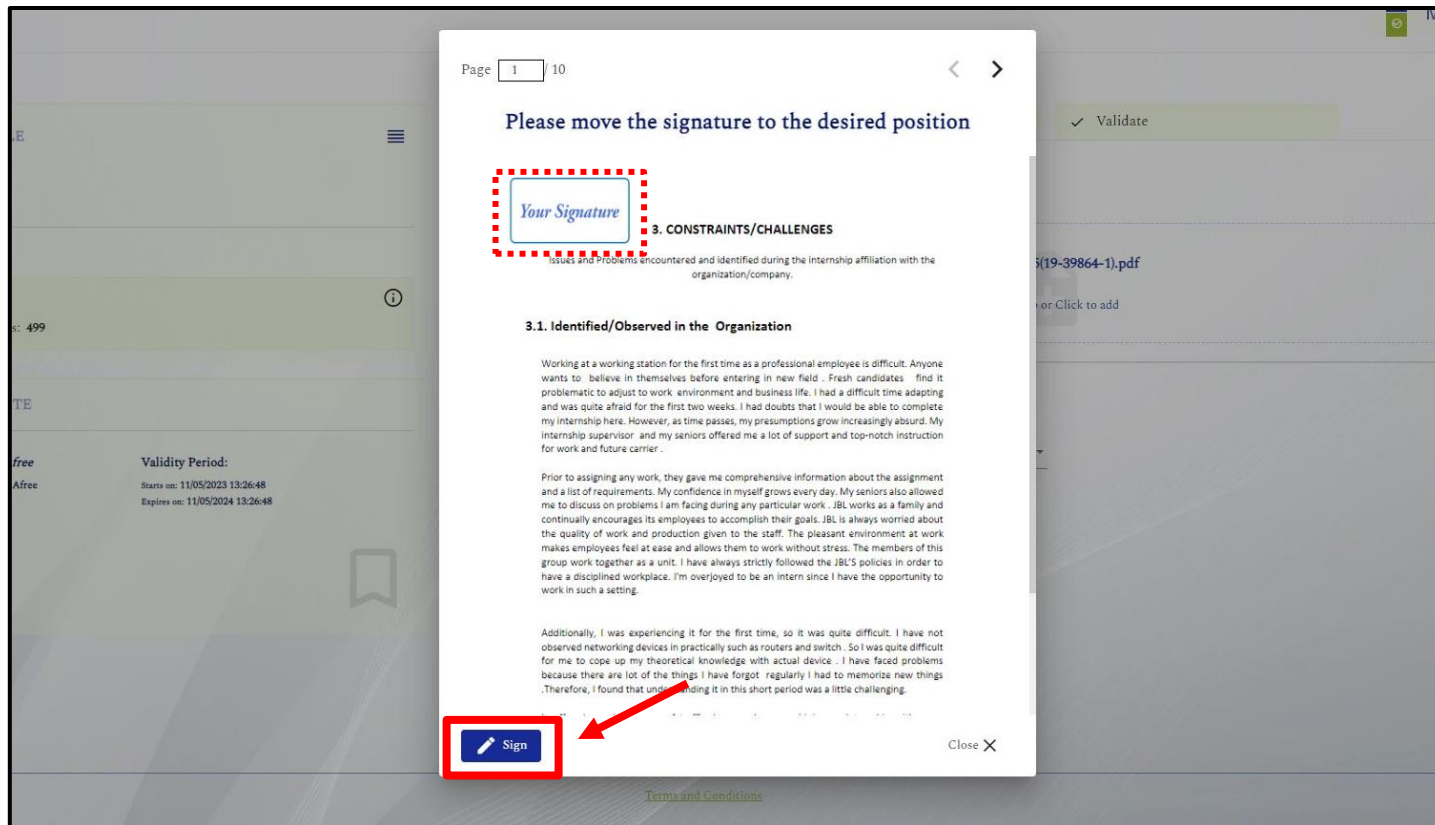


Figure 4: Sign a document.

### Step 5:

After successful signing user can download the document. Click on “Download file” to download the signed document.

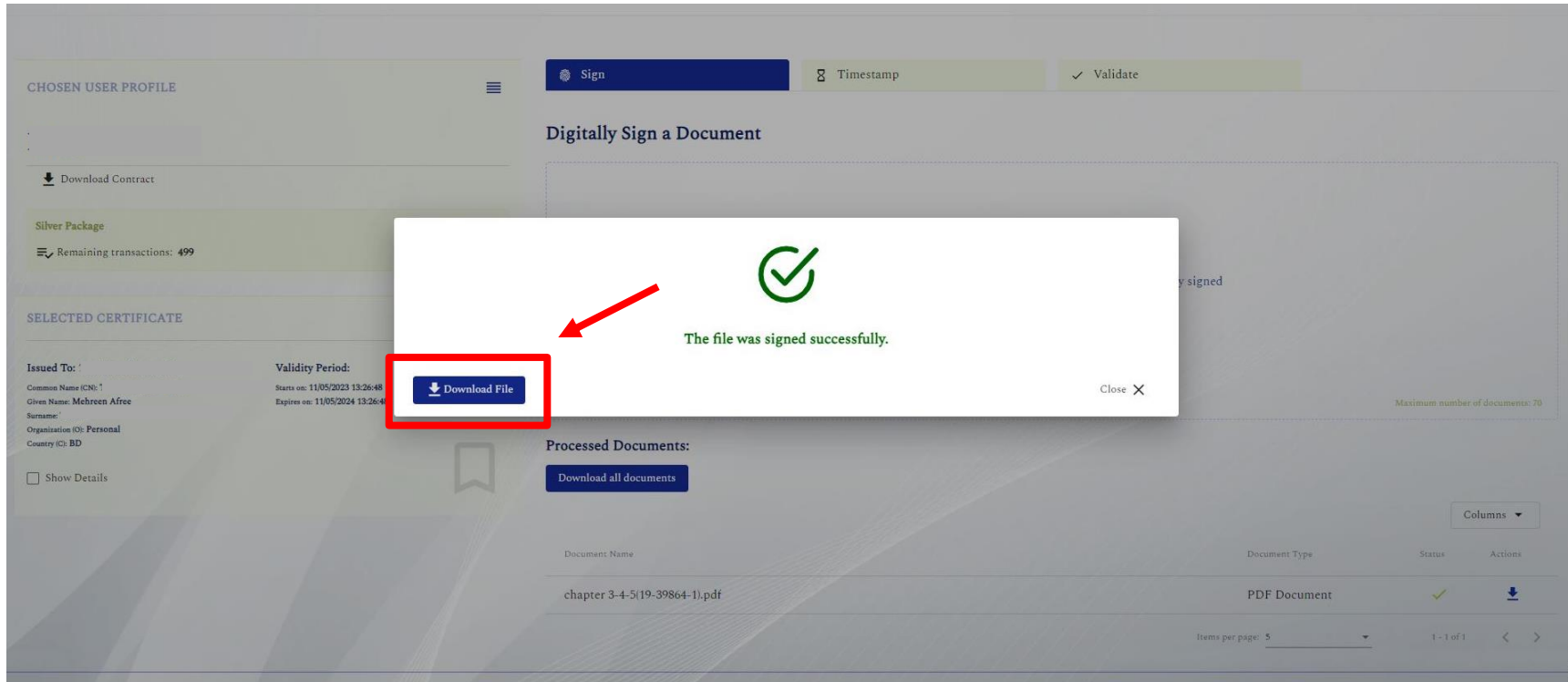


Figure 5: Downloading signed document.

Signature will look like this,



Figure 6: Final Signature.

#### **4.Organization/Company creation:**

To create a company in RVL system user needs to request the RVL CA via a e-mail to the email address (ca.releifvalidation.com.bd) containing the company name, BIN and Vat details. Upon user request CA will create a company and assign an admin to that company according to the provided information.CA will notify the user about admin rights And RVL portal will be auto updated.

To see company details user will have to click on “My Company”.

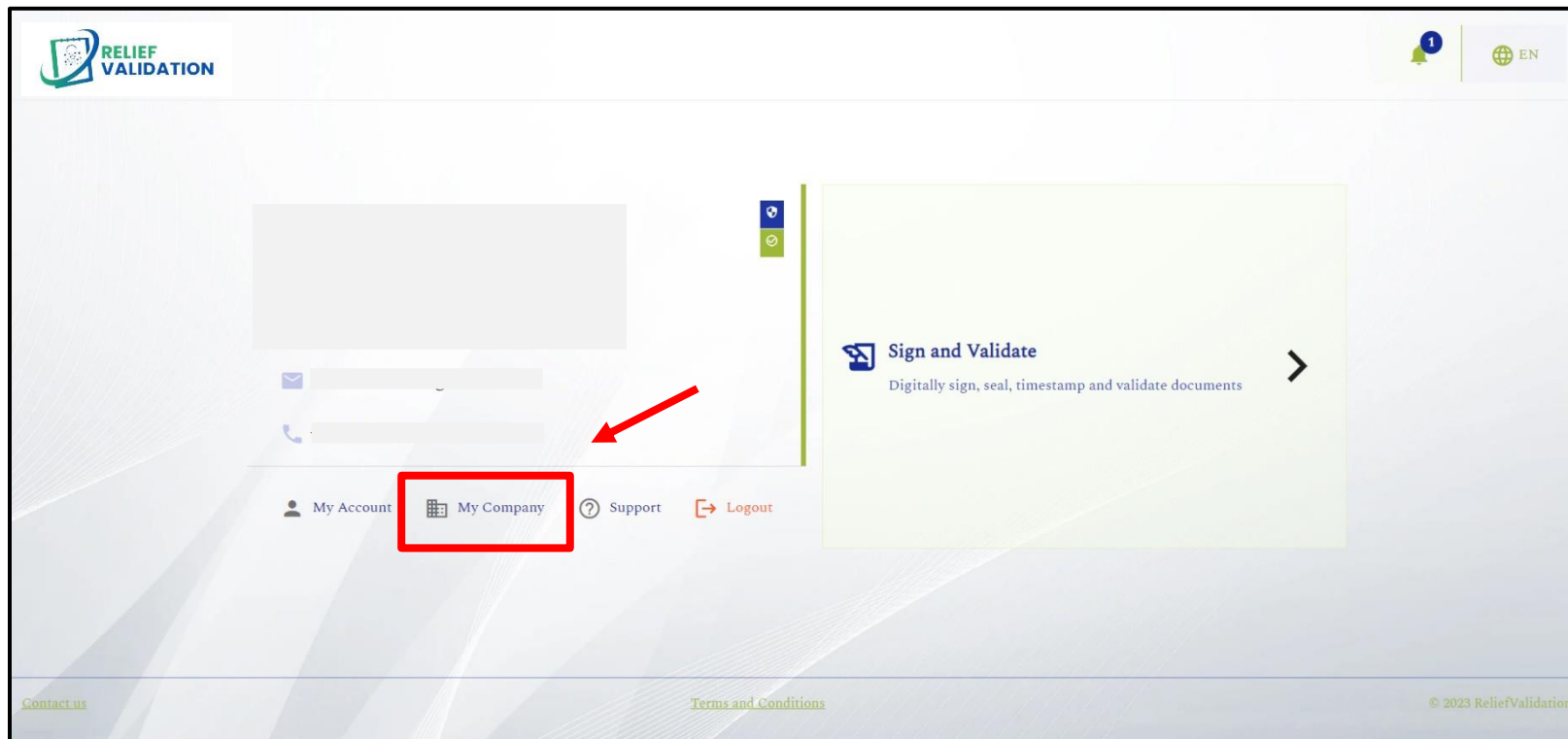


Figure 1:Home

Select “companies” from the navigation bar to see the company details. For adding members to the organizational profile user will have to select the “members” option.

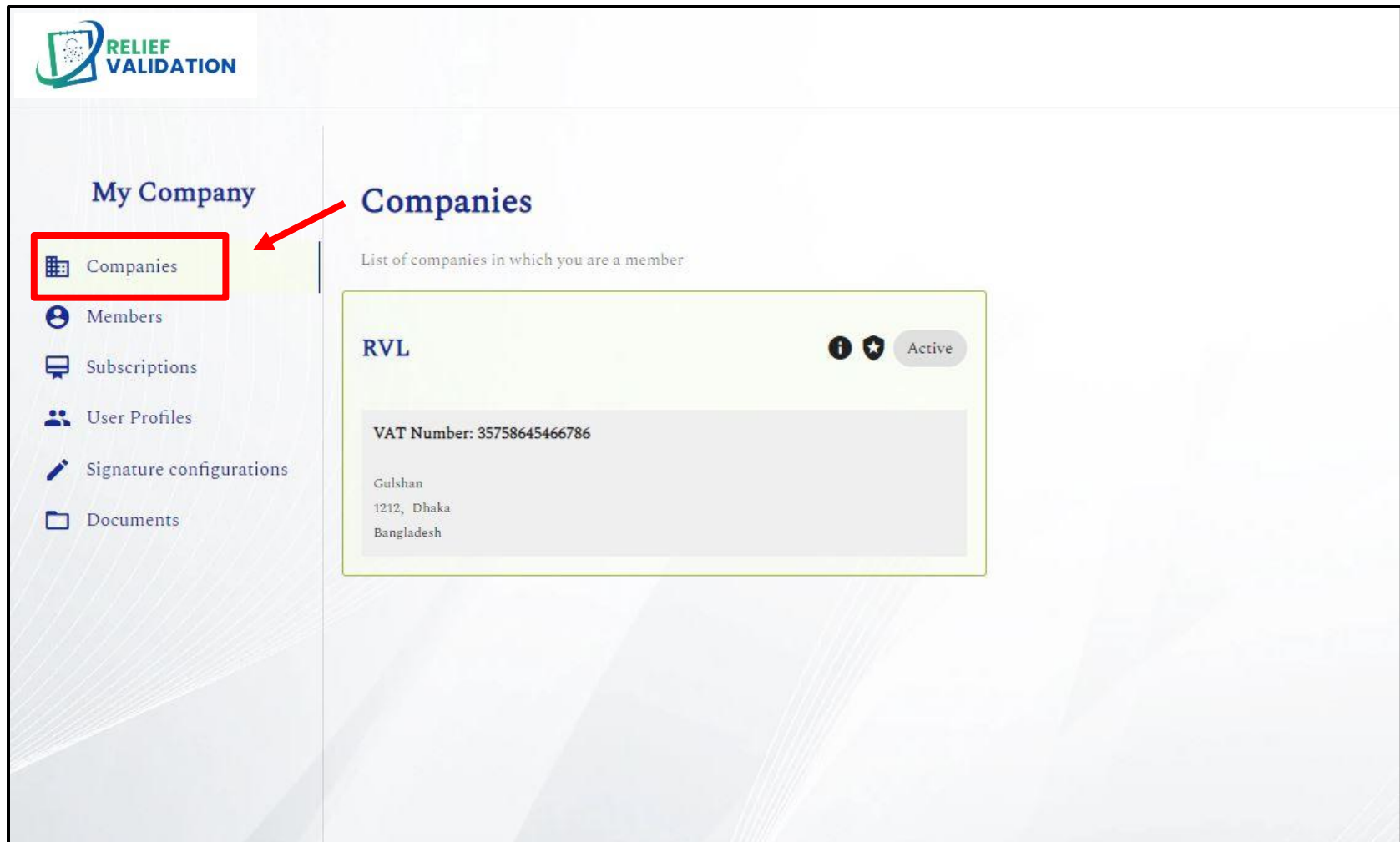


Figure 2: Company profile

Click on members to see the members list. Initially there will be no member list user will have to add member to this profile.

**RELIEF VALIDATION**

MT EN

### My Company Members

+ Add Member + Create a Member

Filter by Company

Filter list Columns

First Name	Last Name	E-mail	Personal Number	State	Rights	Actions
				Verified		
				Verified		
				Pending Account...		

Items per page: 10 1 - 3 of 3

Figure 3: Member list

Company account holder will have the rights to provide admin rights to the members.

First Name	Last Name	E-mail	Personal Number	State	Rights	Actions
			1505216901	Verified		
			5107545526	Verified		
			1536445364	Pending ...		

Items per page: 10 1 - 3 of 3

Figure 4: Member rights

## 5.Certificate re-issuance:

In RVL system we are providing certificate for only 30 minutes with in this time user can sign document according to the package he selected. Once the certificate validity is expired, the user will have to request the user to re-issue certificate to the user profile. Upon issuance and signing of the certificate the user will be able to sign documents using the previous user profile.