

GOSIGN MANUAL (DESKTOP)



TINEXTA GROUP

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Introduction

With the **GoSign Desktop App** you can sign and timestamp documents of any format using a Signature Device or Remote Signature.

- **Choose PAdES signature (.pdf) or CAdES signature (.p7m);**
- **Verify** signed files, of any format;
- Place the **time stamp** on your documents;
- **Manage your Signature Device** (activation, PIN change, renewal).

Furthermore, GoSign Desktop is available for all the most used operating systems (*Windows, iOS and Linux*).

Users: types and profiles

GoSign Desktop is used to perform a lot of functions, such as: signing a document, checking, applying time stamps and many others. If you also need an online archive for faster sharing of documents, it is recommended to have a FREE license (via InfoCert account), which also offers the possibility of using GoSign WEB.

PRO license allows you to have a complete view of the features offered by GoSign Desktop. It can be combined with both the BUSINESS license and the FREE license.

The PRO license adds to the SIGNATURE and TIME STAMP functions:

- Sign / time stamp multiple documents at the same time;
- Sign / time stamp multiple documents in XAdES formats;
- Countersign multiple documents;
- Time stamp multiple documents in .TSD format;
- Possibility of using time stamp in .TSR and .M7M format on one or more documents at the same time;
- Associate and dissociate in .TSD and .M7M format;

In *VALIDATE* section is possible to verify multiple documents at the same time. It is also available *ENCRYPT/DECRYPT* functions and it is possible to work with one or more documents at the same time

To activate the PRO license, it is necessary to enter the license code received via email, in the *USER PROFILE* menu on the left, in the license section.

Login

To access the web functions, you need to log in to your InfoCert account. Once the application is open, at the top of the **GoSign Desktop** homepage, you will find the *Sign in or Register!* button.

You will be redirected to the browser page for authentication where you can register if you do not have an account, or log-in using one of the InfoCert accounts you have.


Sign in

Username
Username

Password
Enter password

Attempts left: 5
[Forgot your password?](#)

Cancel Sign in

Hai l'App MyInfoCert?

Il codice è valido per 25 secondi

Or register for free.

If **you already have an InfoCert account**, for example, the one used to access the Shop, for your Legalmail account, Electronic Invoicing or GoSign Web services, **it can be used also to activate the web of component GoSign Desktop**. Enter your email address and password and continue by clicking on the *Sign in* button.

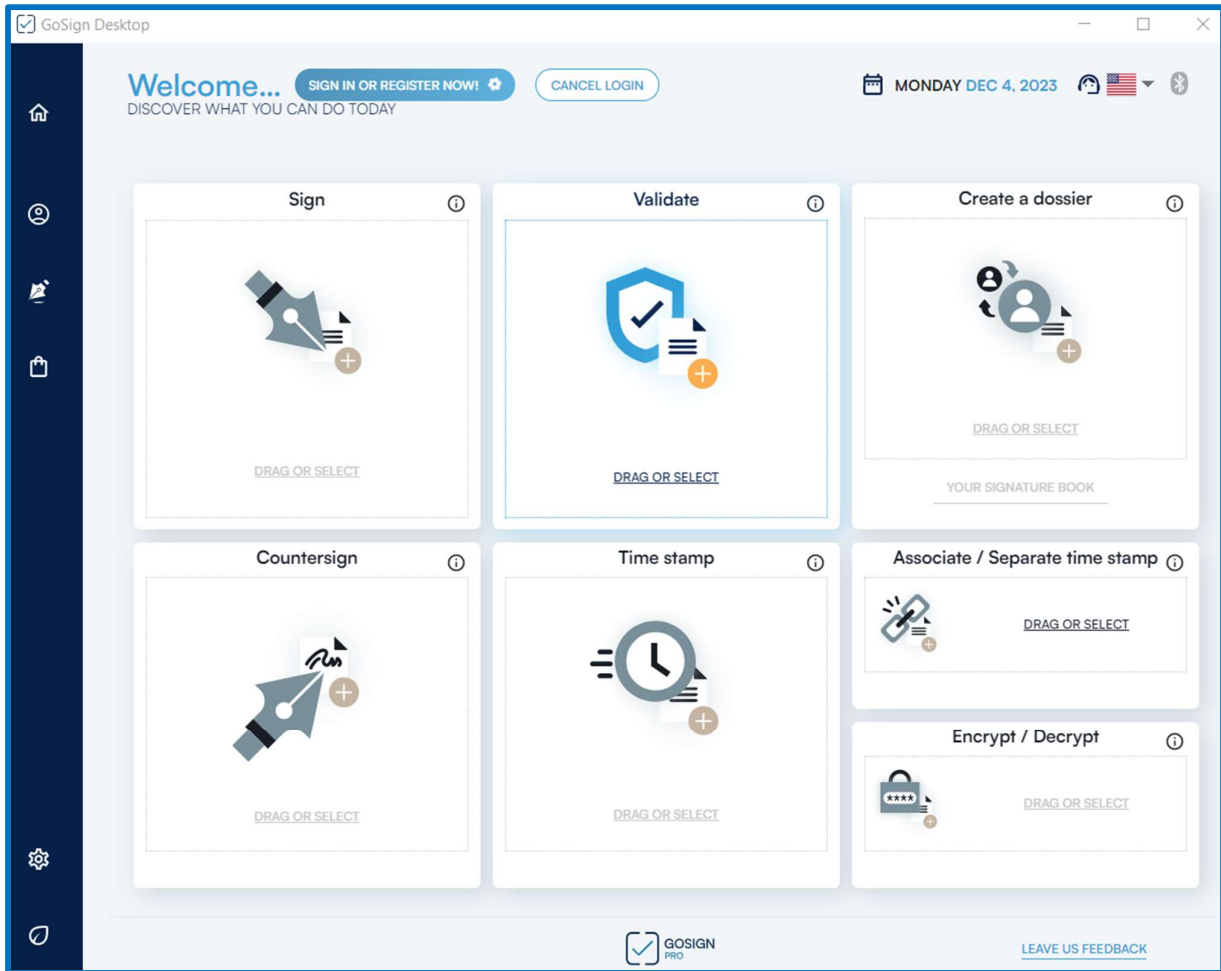
Username
Username

Password
Enter password

Attempts left: 5
[Forgot your password?](#)

Cancel Sign in

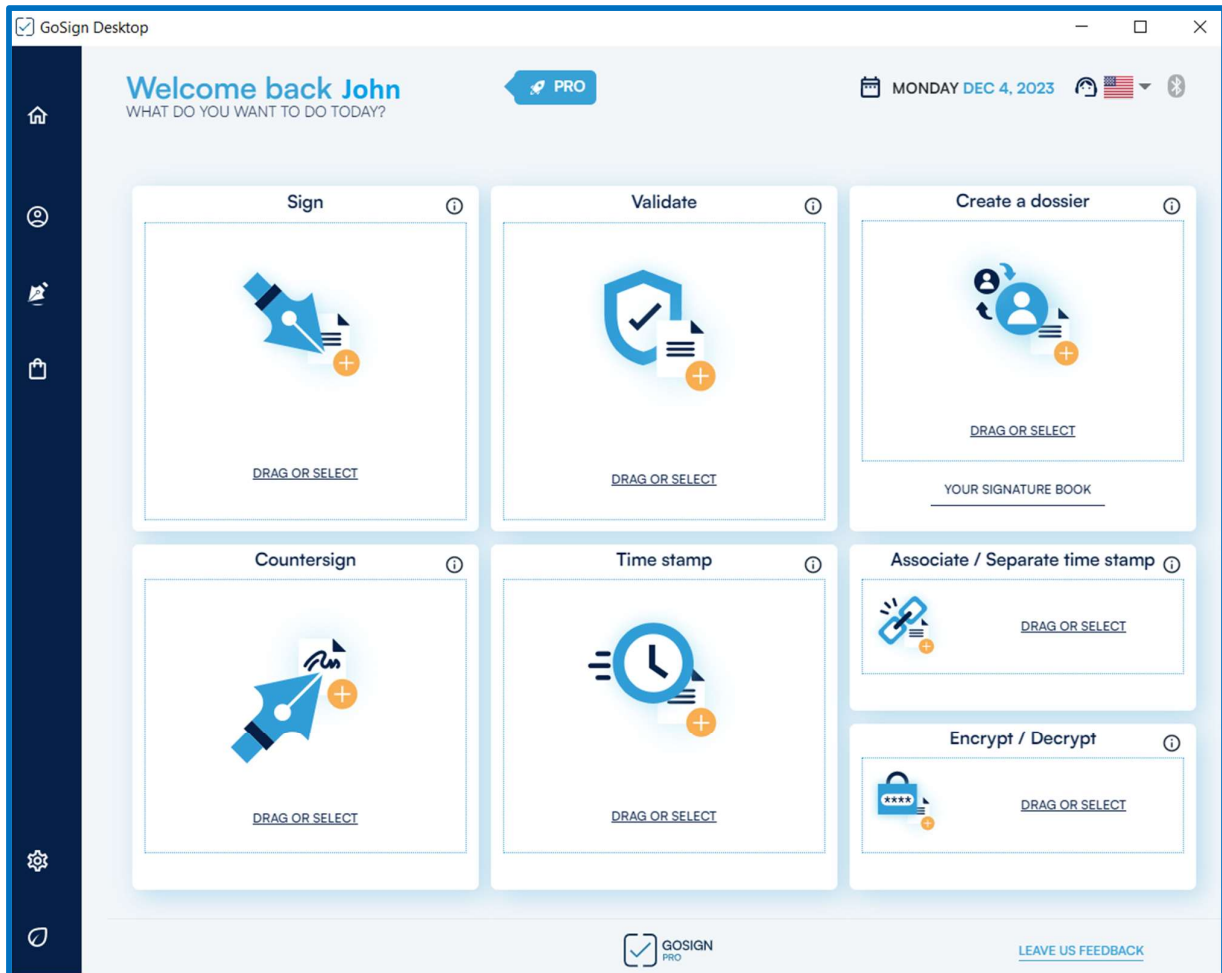
In the event that you are NOT logged in to the application, the only option available will be *Validate* a digitally signed documents.



If you do not have an InfoCert account, you can register by clicking on the "*Register for free*" button. In the authentication page, you will have to enter an email address and choose a password that respects the instructions provided on the screen. Continue by validating the registration with the CAPTCHA control and indicating your choices regarding the processing of optional data and terminate the operation by clicking on the *Register* button. You will receive an E-Mail to confirm the registration process.

Homepage

Once **GoSign Desktop** has been started, the software home page shows the user all the GoSign Desktop features and a side menu that allows the configuration of all accounts to better manage the signature and time stamping of documents.



On the home page, at the top right, a series of icons allow you to manage your account and ask for support.



The first icon with a *microphone* connects GoSign Desktop to InfoCert's online assistance and you are redirected to the web page <https://help.infocert.it/>.

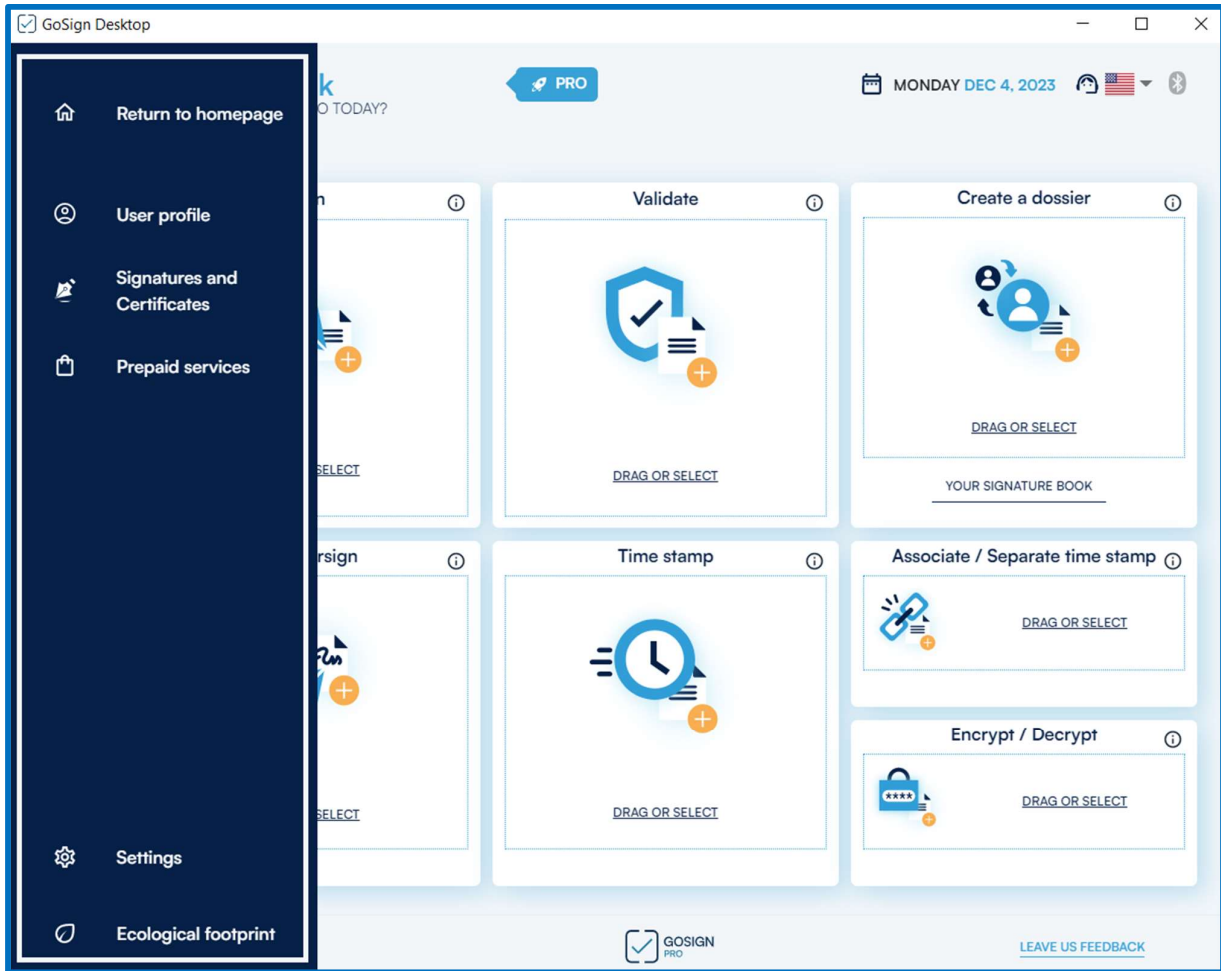
The *book* icon is a link that opens the InfoCert YouTube page (<https://www.youtube.com/user/infocert/playlists>) where you can find all the video tutorials for the possible uses of GoSign Desktop.

The *Bluetooth* icon to connect the Wireless Key.

The *Flag* icon allows you to choose the language.

Configuration Menu

The **Configuration Menu** (reachable by moving the mouse to the dedicated section on the left of the GoSign Home page) allows you to configure all accounts related to signing certificates and timestamps, PRO license management, certificate list and other settings related to the use of the application.



Signatures and Certificates

In *Signatures and Certificates* section you can check the status of the signatures entered in GoSign (Active or Inactive) and create your own signature image.

- *Signature's image*

GoSign Desktop allows you to create your own signature image. From the menu on the left you need to select the dedicated section **Signatures and Certificates**. By clicking on *Create your signature* you can choose the image you want.

GoSign Desktop

SIGNATURES AND CERTIFICATES

Your signatures Certificate List

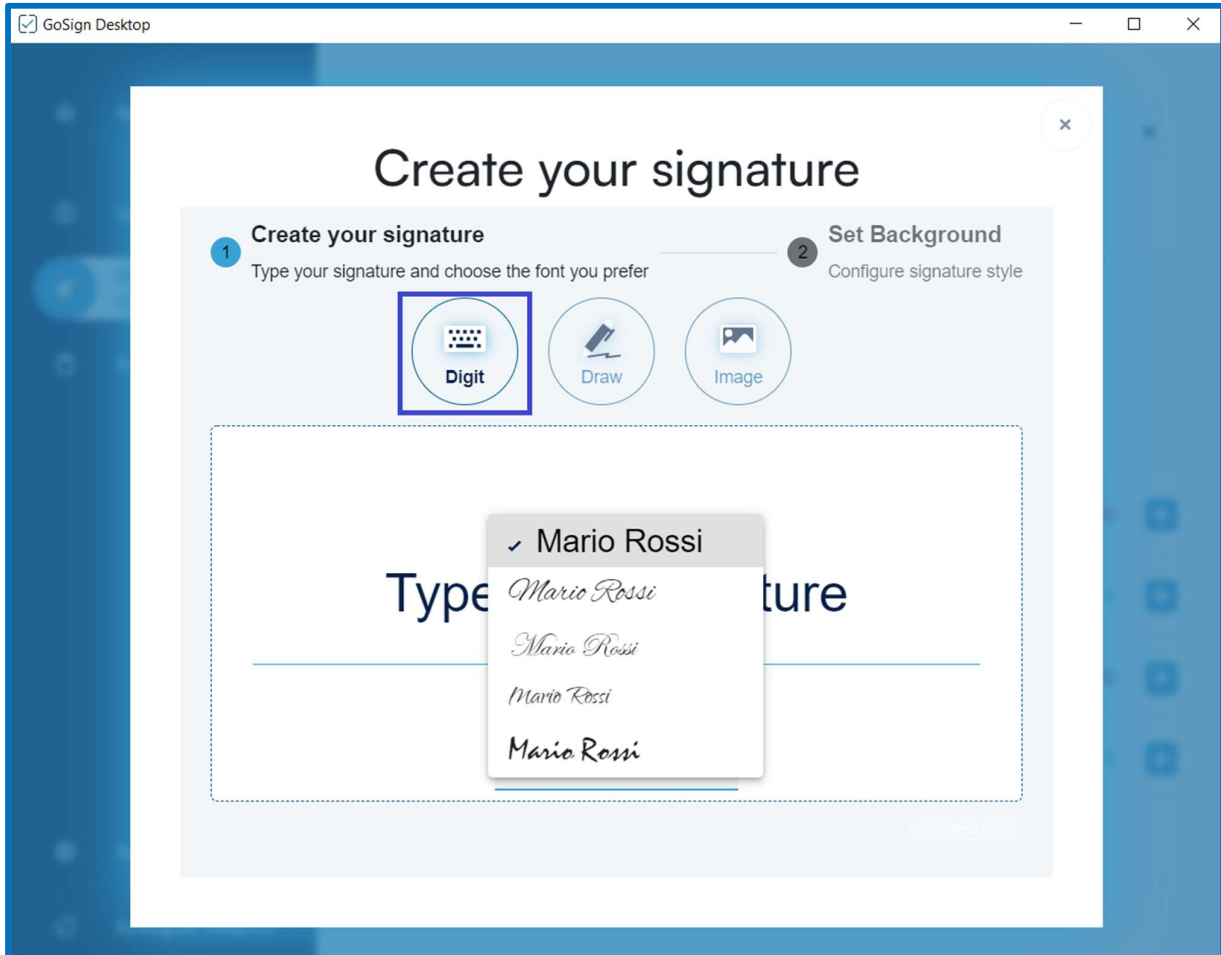
Signature image
Upload the image that will be inserted each time you sign a dossier.

CREATE YOUR SIGNATURE

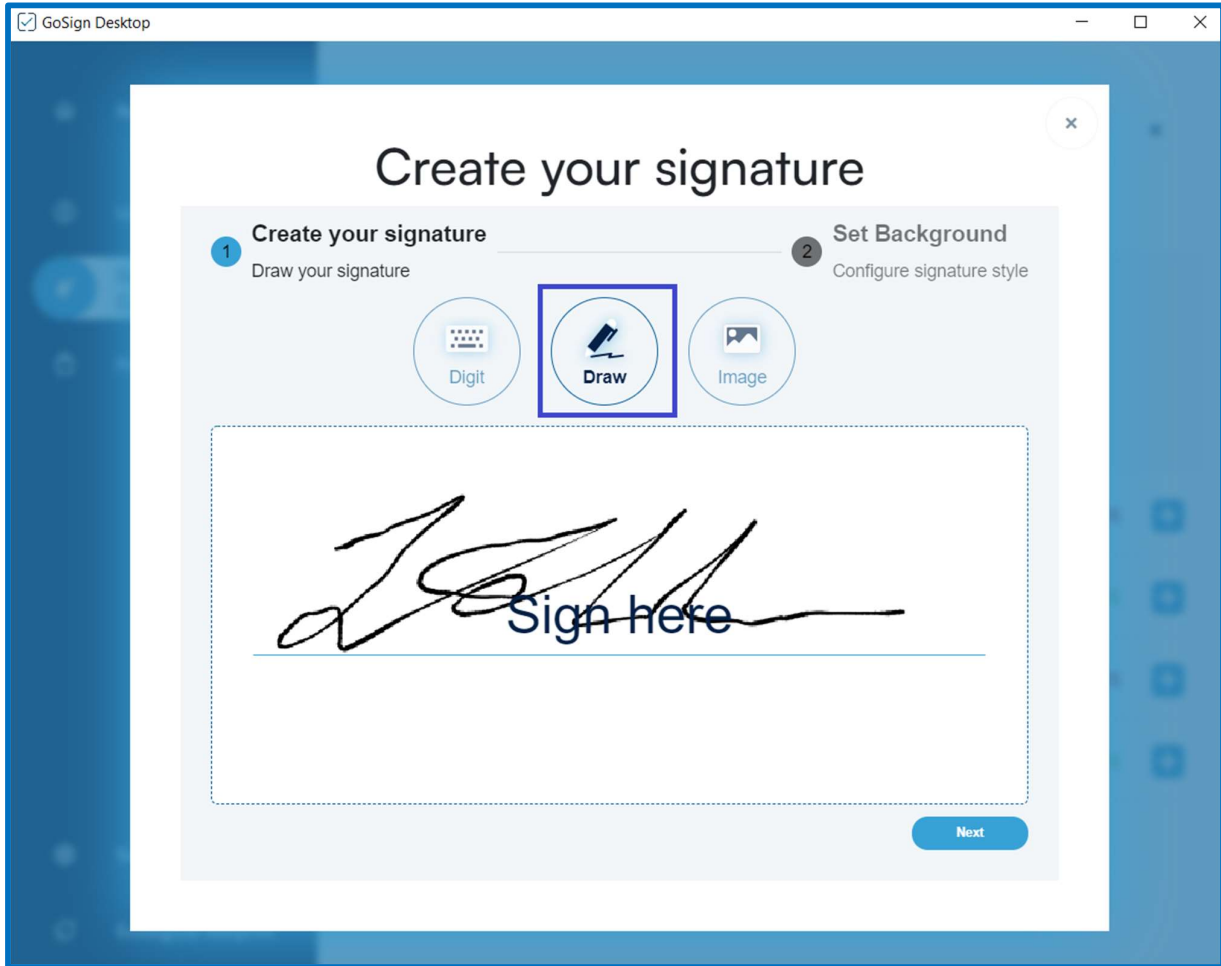
Device signature	✗ STATUS: INACTIVE	+
Remote signature	✓ STATUS: ACTIVE	+
Qualified Electronic Seal	✗ STATUS: INACTIVE	+
Signature with software certificate	✓ STATUS: ACTIVE	+

Entering the section you can choose between three options and then confirm the choice by clicking on *Save as default*:

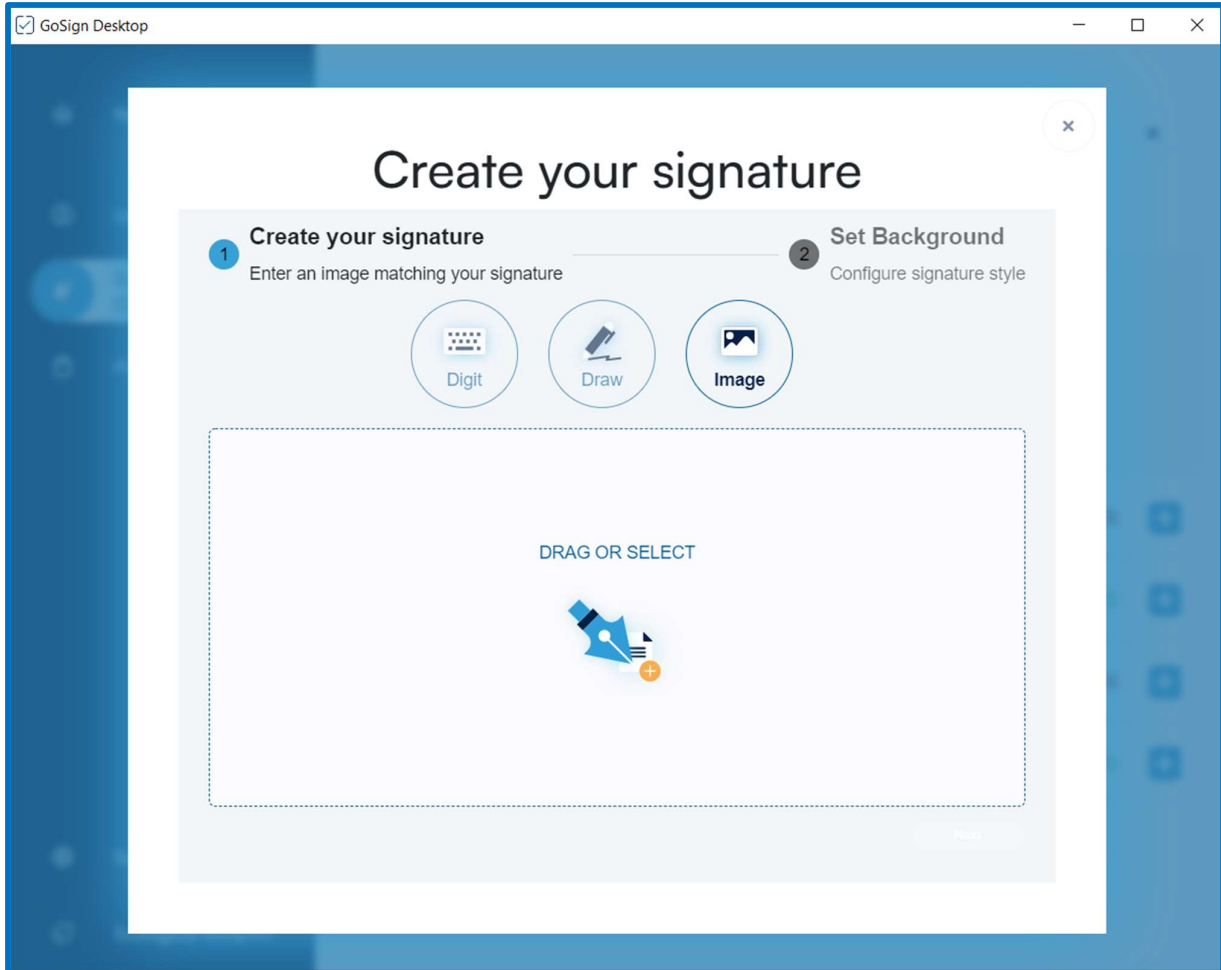
a) Type your signature, then choosing a bottom right font for the signature;



b) Draw your own signature;



c) Upload your own signature image. A file .jpg that will be used as the default image when you decide to make visible (in the formats that allow it) the signature on the document. It will be possible, once loaded, to change its display (zoom and rotate).



i Once uploaded, two options will be possible: Edit (indicated with the overwrite icon), that allows you to change it, and Delete (indicated with the trash icon) that removes the uploaded image.

- *On-device signing certificate*

If you have a signature device, to view it you will need to move to the menu on the left and select the dedicated section **Signatures and Certificates** in the **Device Signature** section.

It will be possible to view the certificates on the device and perform some operations:

- PIN change;
- PIN unlock;
- Set dual PIN;
- Device activation.

The screenshot displays the GoSign Desktop application window. The title bar reads "GoSign Desktop". On the left is a dark blue sidebar with navigation icons and text: "Return to homepage", "User profile", "Signatures and Certificates" (highlighted), "Prepaid services", "Settings", and "Ecological footprint". The main content area is titled "SIGNATURES AND CERTIFICATES" and has two tabs: "Your signatures" (active) and "Certificate List". Under "Your signatures", there is a "Signature image" section with the instruction "Upload the image that will be inserted each time you sign a dossier." and a "CREATE YOUR SIGNATURE" button. Below this is the "Device signature" section, which shows a status of "STATUS: ACTIVE" and a list of physical devices. The first device is "bit4id keyfour Lite 0". Underneath, there is a "DEVICE INFORMATION" section with a "SHOW CERTIFICATES ON THE DEVICE" link and a list of operations: "CHANGE PIN", "UNLOCK PIN", and "DEVICE ACTIVATION". Each operation has a corresponding status indicator (green checkmark) and a download icon.

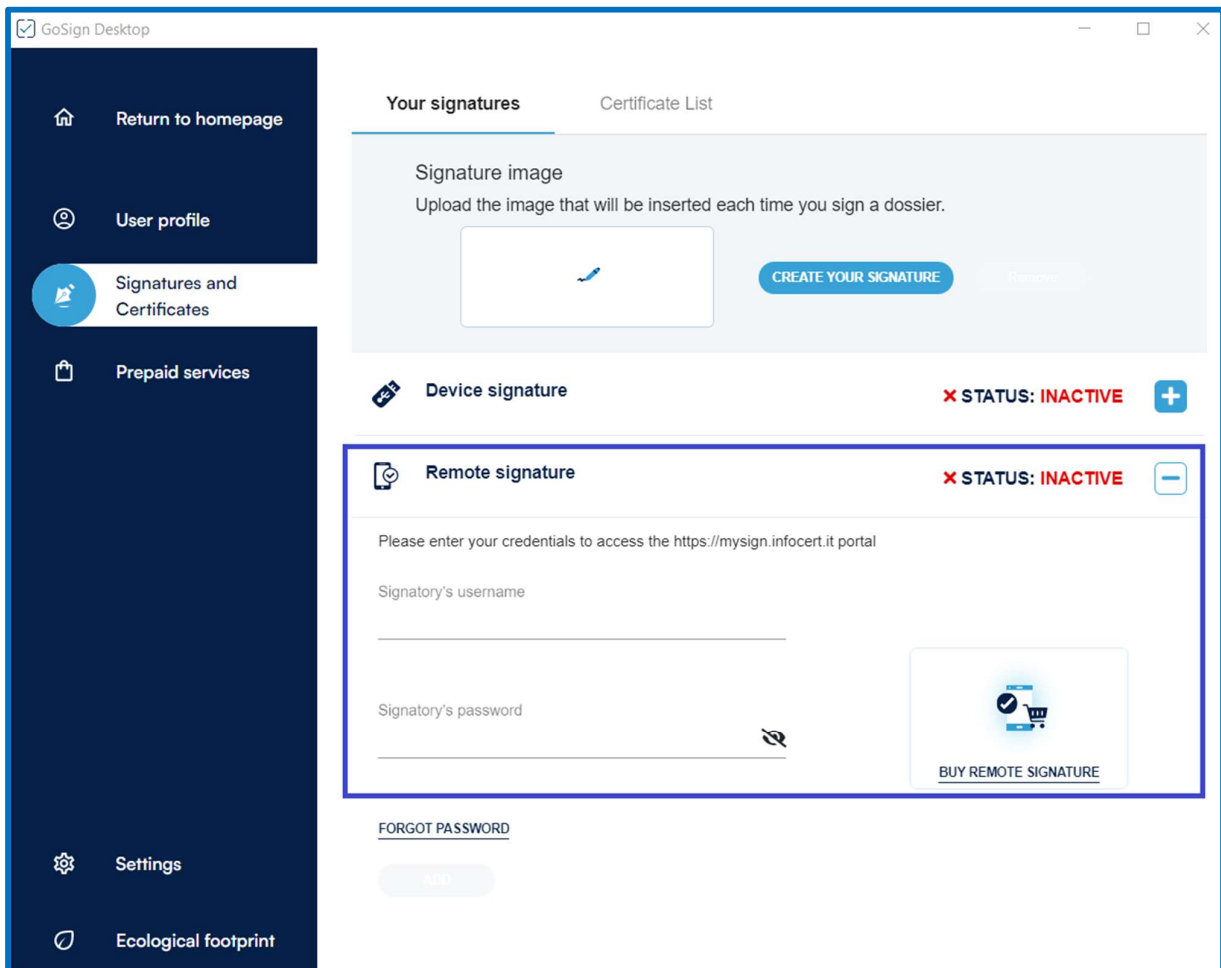
- *Qualified remote signing certificate*

If you have a remote signing certificate, to configure it you have to move to the menu on the left and select the dedicated section **Signatures and Certificates** in the **Remote Signature** section.

Within this area you have the possibility to insert:

- the **User name of the signatory** that is related to the account of the service;
- the **Password** (which corresponds to the password used to access the portal dedicated to the holders of a remote certificate, MySign, and must be customized when activating my certificate).

Once you have entered the credentials you need to click on the *Add* button and the system will perform a verification. In the same panel, you can remove a remote signature that is already present or store the credentials of other remote signatures.



- *Qualified Electronic Seal*

The **Qualified Electronic Seal Certificate** (QSealC), or **Certified Electronic Seal**, can be compared to a "qualified electronic signature", but registered to an Organization.

The InfoCert electronic seal guarantees the identity of the company and if affixed to a document, certifies its **origin, authenticity** and **integrity**.

The Seal is regulated by the European eIDAS Regulation on Digital Identity and can be requested by the legal representative of the company or by a person delegated by him.

If you have a Qualified Electronic Seal to configure it, you need to move to the menu on the left and select the dedicated section **Signatures and Certificates** in the **Qualified Electronic Seal** section.

GoSign Desktop

Return to homepage

User profile

Signatures and Certificates

Prepaid services

Settings

Ecological footprint

SIGNATURES AND CERTIFICATES

Your signatures Certificate List

Signature image
Upload the image that will be inserted each time you sign a dossier.

CREATE YOUR SIGNATURE

Device signature **✗ STATUS: INACTIVE** +

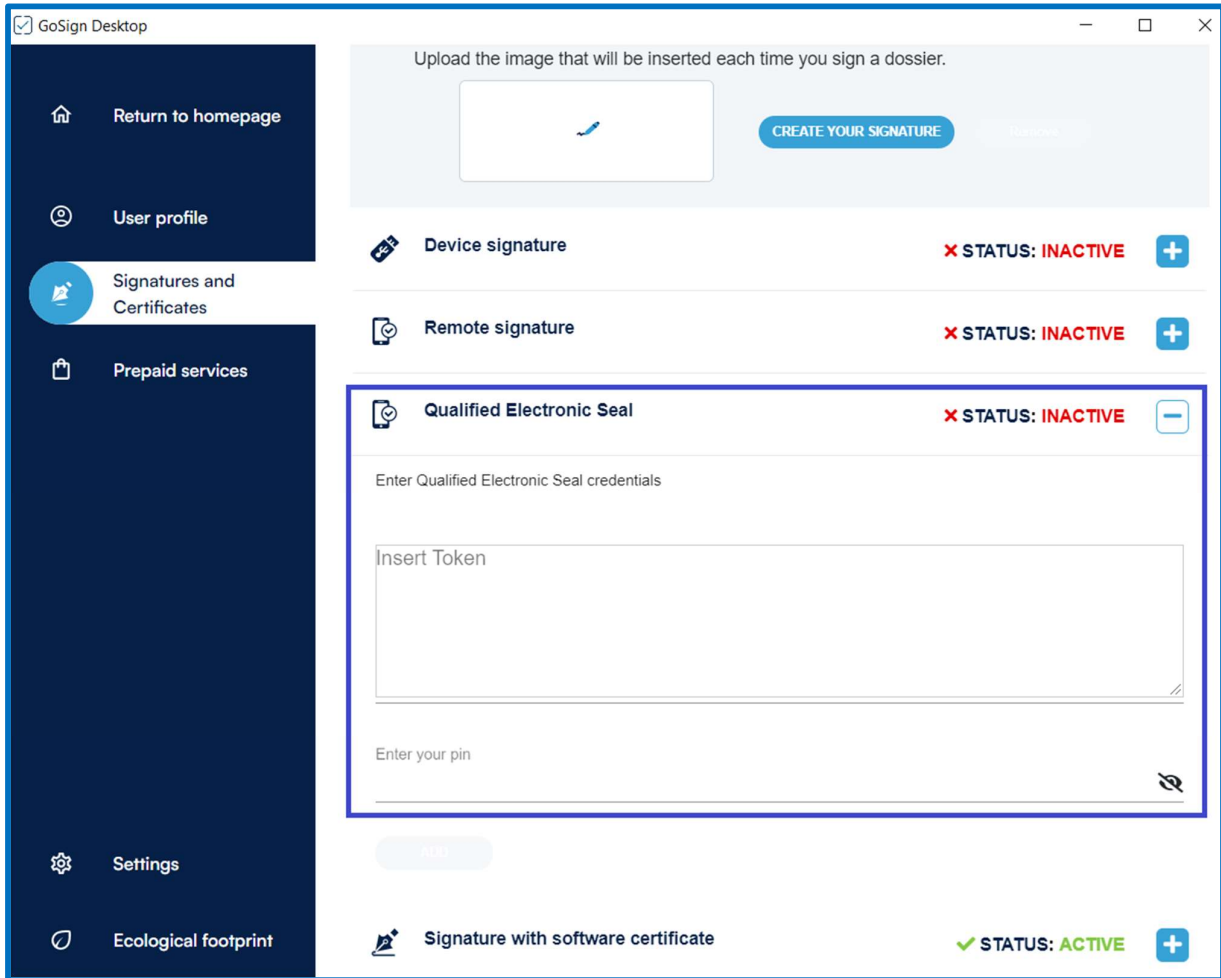
Remote signature **✗ STATUS: INACTIVE** +

Qualified Electronic Seal **✗ STATUS: INACTIVE** +

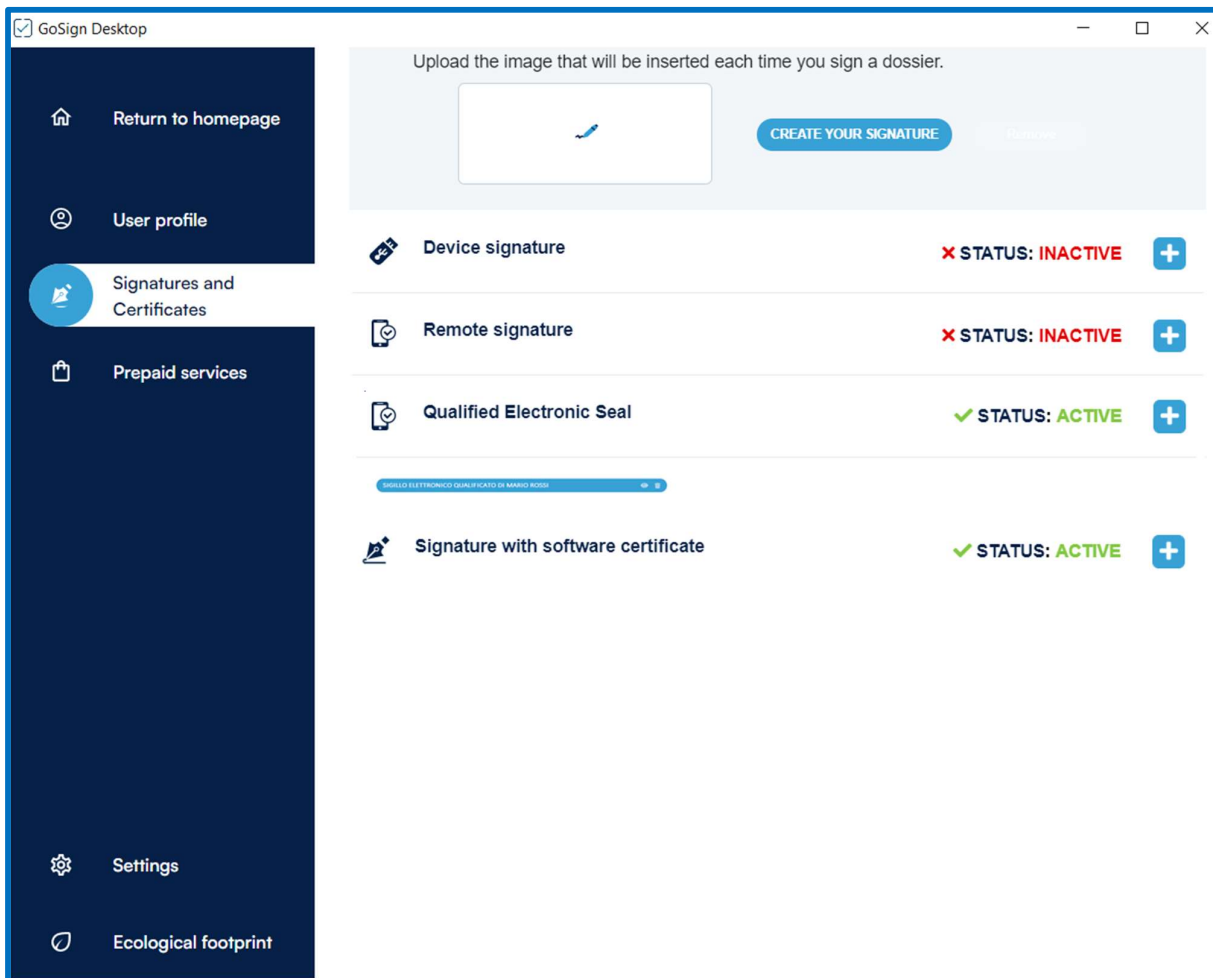
Signature with software certificate **✓ STATUS: ACTIVE** +

Then, you will have to enter the credentials of the Qualified Electronic Seal:

- **Token**
- **Pin**



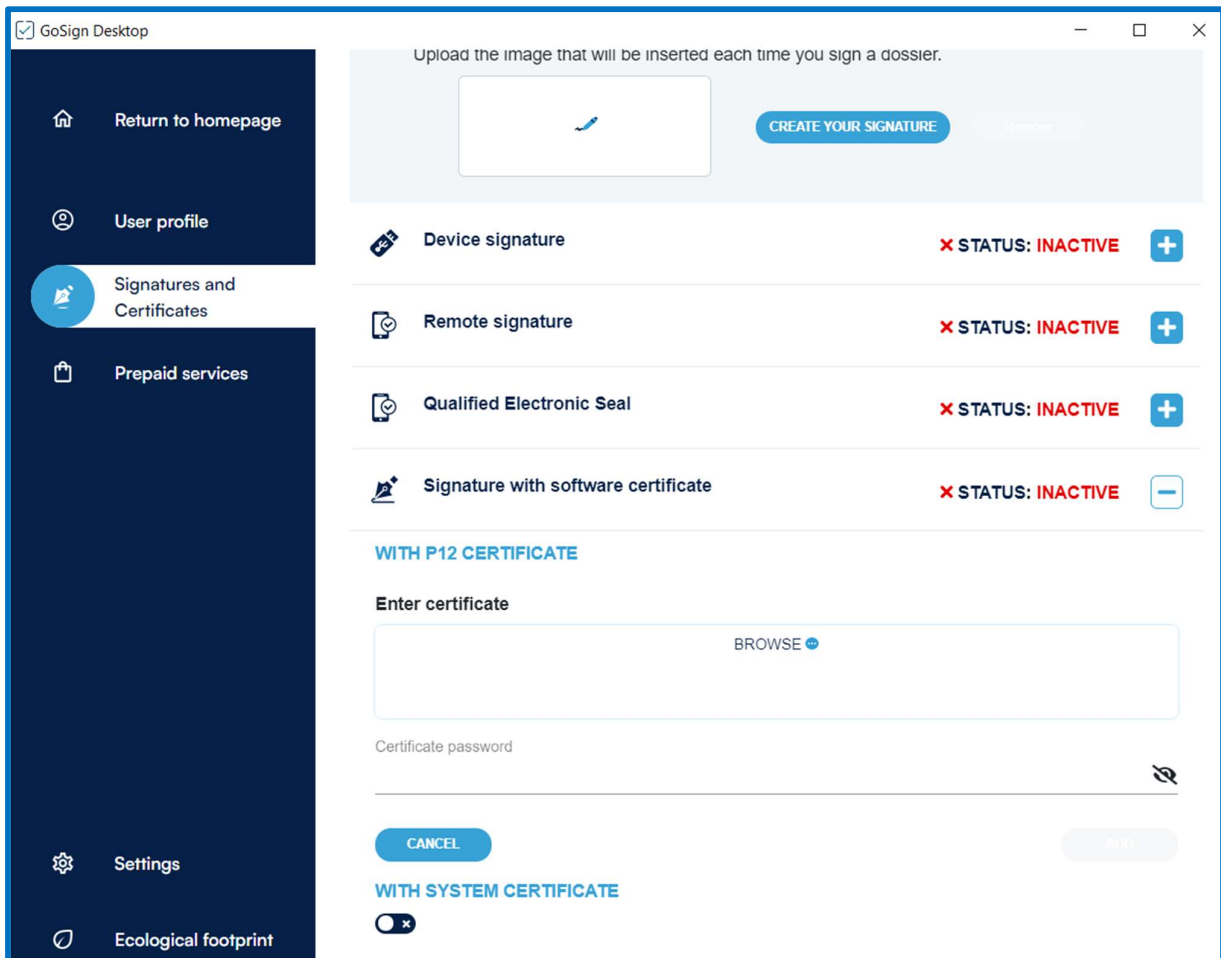
A click on the *Add* button allows you to conclude the procedure.



Once the signature token has been generated on MySign (Signature Token section), it will be possible to insert it in the appropriate box inside the Qualified Electronic Seal configured previously.

- *Software Signing Certificate*

If you have a P12 certificate, to configure it you have to move to the menu on the left and select the dedicated section **Signatures and Certificates_** in the **Signing with software certificate** section.



To upload the certificate, you have to click on the *BROWSE* box and call up the p12 certificate file in the software. Once uploaded, you will be prompted for the password to activate the certificate.



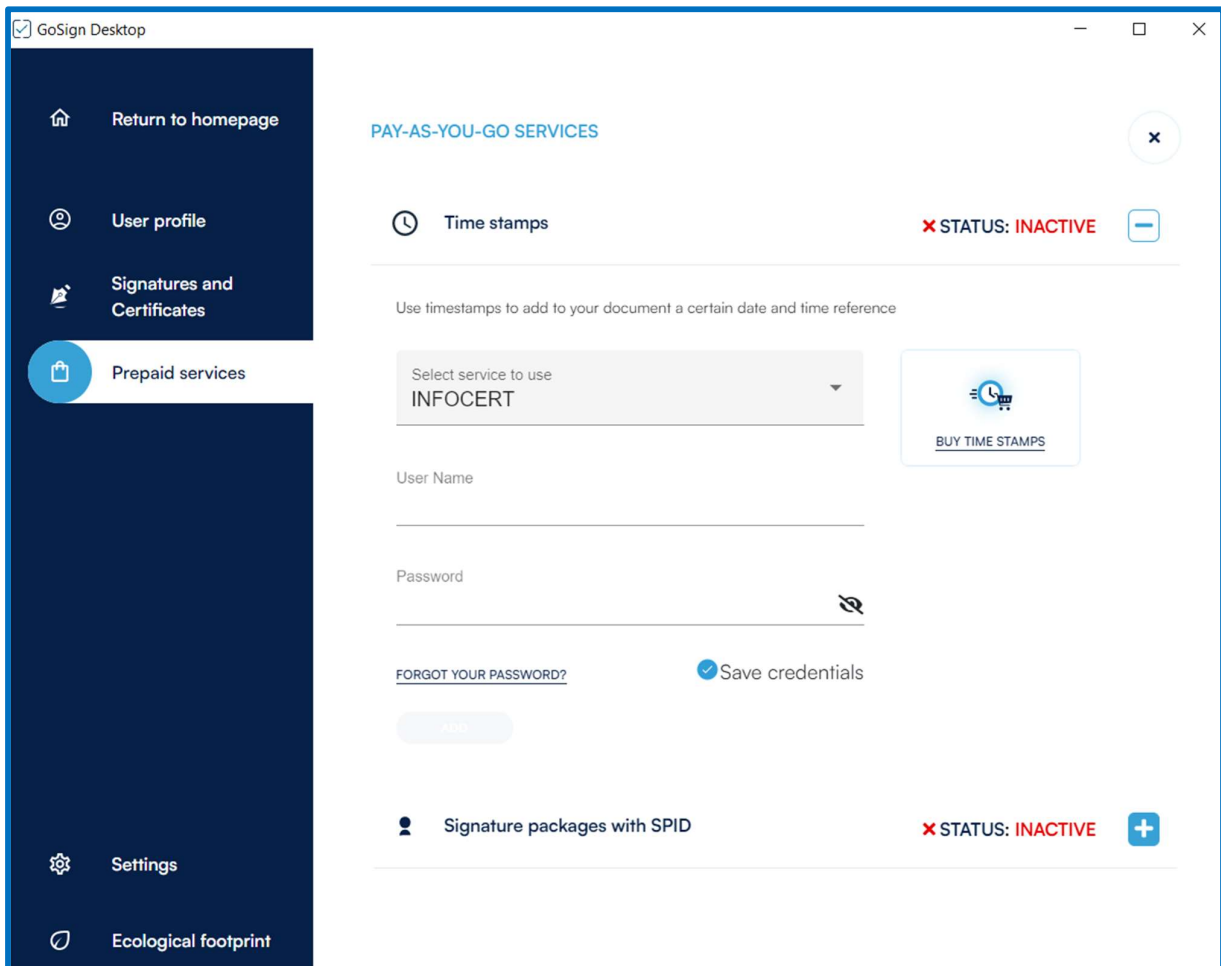
Time stamps

If you need to prove - or validate - the existence of a document on a certain date, you can do it by using the **time stamp**.

- *Configuration*

Before starting the actual time stamping process (or even later via the *CONFIRM* function), check that you have an adequate number of time stamps at disposal by clicking on the menu on the left and select the section dedicated to **Prepaid services**.

Within this area, you have the possibility to enter the User ID to access the service and the password. You also have the possibility to choose whether to add the time stamp to each document. A click on the *Add* button allows you to proceed.



The screenshot shows the GoSign Desktop application window. On the left is a dark blue sidebar with navigation options: 'Return to homepage', 'User profile', 'Signatures and Certificates', 'Prepaid services' (highlighted), 'Settings', and 'Ecological footprint'. The main content area is titled 'PAY-AS-YOU-GO SERVICES' and contains a list of services. The 'Time stamps' service is selected, showing a status of 'INACTIVE' and a minus sign icon. Below this, there is a text box explaining that timestamps add a date and time reference to documents. A dropdown menu is set to 'INFOCERT'. There are input fields for 'User Name' and 'Password' (with a toggle for visibility), a 'FORGOT YOUR PASSWORD?' link, and a checked 'Save credentials' option. An 'Add' button is present. At the bottom, another service 'Signature packages with SPID' is listed with an 'INACTIVE' status and a plus sign icon.

GoSign Desktop performs the required check and give you the report on your situation; if you have a sufficient number of time stamps, you can continue your work, otherwise, you can purchase the missing ones by clicking on the *Buy time stamps* option.

The screenshot displays the GoSign Desktop application window. On the left is a dark blue sidebar with navigation options: 'Return to homepage', 'User profile', 'Signatures and Certificates', 'Prepaid services' (highlighted), 'Settings', and 'Ecological footprint'. The main content area is titled 'PAY-AS-YOU-GO SERVICES' and features a close button (X). Below this, the 'Time stamps' service is shown with a green checkmark and the status 'STATUS: ACTIVE'. A sub-header reads 'Use timestamps to add to your document a certain date and time reference'. A user identifier 'Namesurname@email.it' is displayed. Two summary cards show 'AVAILABLE TIME STAMPS' as 8 and 'TIME STAMPS USED' as 12. A 'BUY TIME STAMPS' button with a shopping cart icon is present. A toggle switch is turned on, labeled 'Add a timestamp to each signature to extend the legal validity of the document'. Below, the 'Signature packages with SPID' service is shown with a red X and the status 'STATUS: INACTIVE'.

Time stamps can be used in several ways:

1. Through the *CONFIRM* function to apply time stamps on documents that can be signed or not;
2. During the *SIGNATURE* process.

- **Upload document**

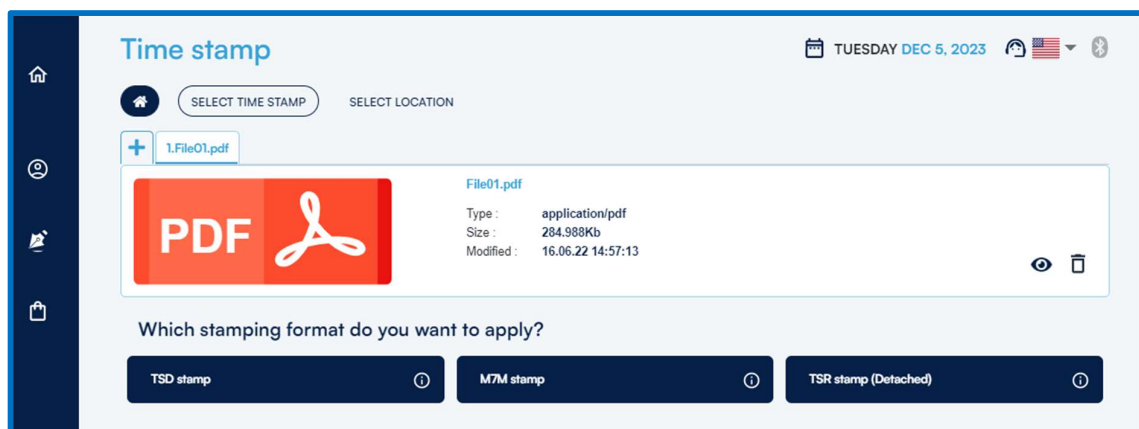
Once the document has been selected, GoSign Desktop indicates its details (type, size, etc.) and if necessary, you can *view* it by clicking on the eye icon and the *delete* it by clicking on the trash icon.

- **Time stamp format selection**

In the lower part of the screen you can see the three types of time stamps that can be applied to the document (or to documents if you work with a PRO license).

Three marking technologies are available:

- **TSD**: will return a document with **.tsd extension**;
- **M7M**: will return a document with **.m7m extension**;
- **TSR** (Available only with PRO license): it will return a document with **.tsr extension (detached)**.

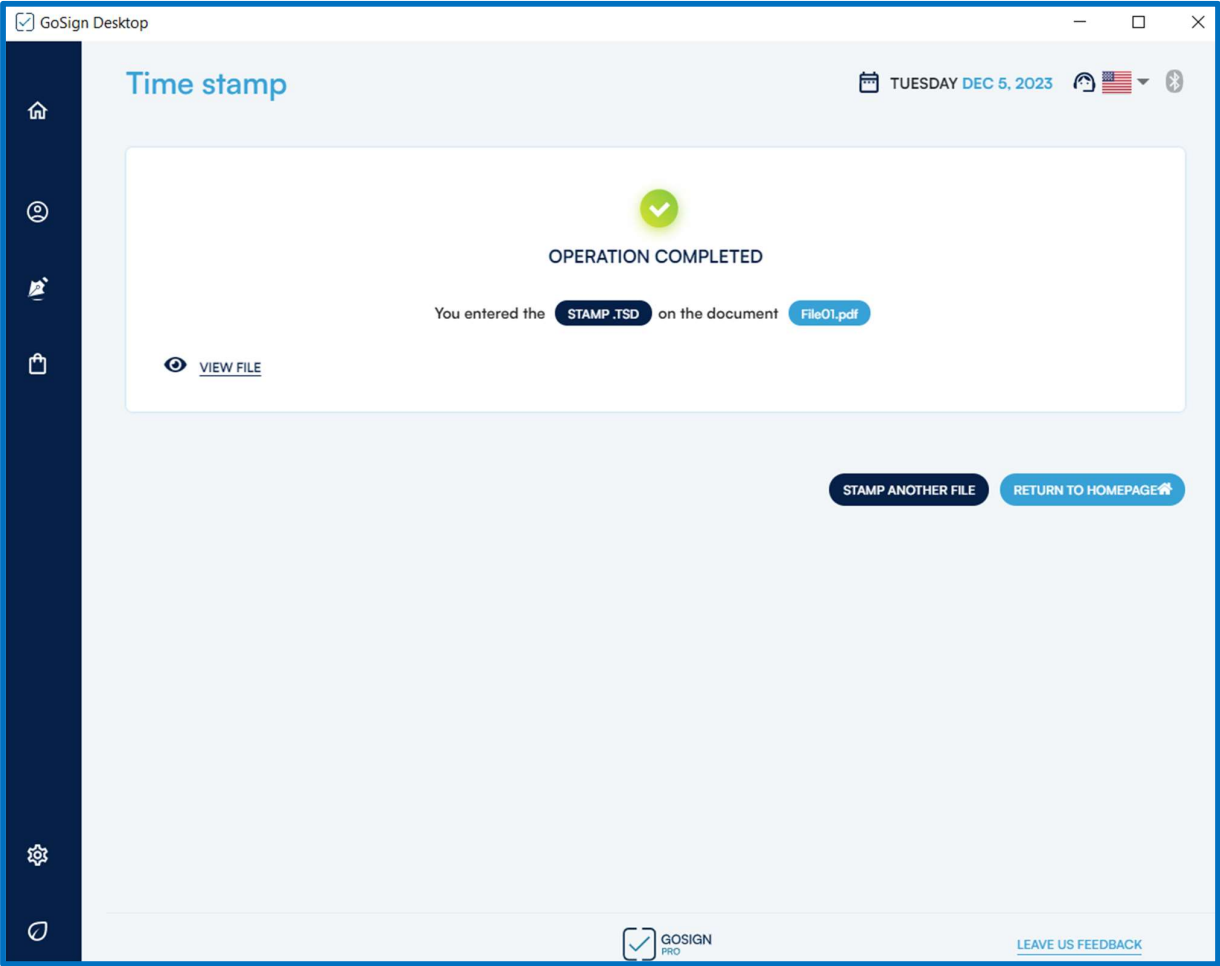


- **PIN entry and confirmation**

Once you have selected the type of brand you click on the *CHOOSE* button under the chosen type. You will see at the bottom of the screen the data relating to the status of the brands still available and those already used linked to the account; if it has not yet been configured, you will be asked for the credentials for the time stamp certificate account and you will be redirected to the *Prepaid services* section in the *Time stamps* menu.

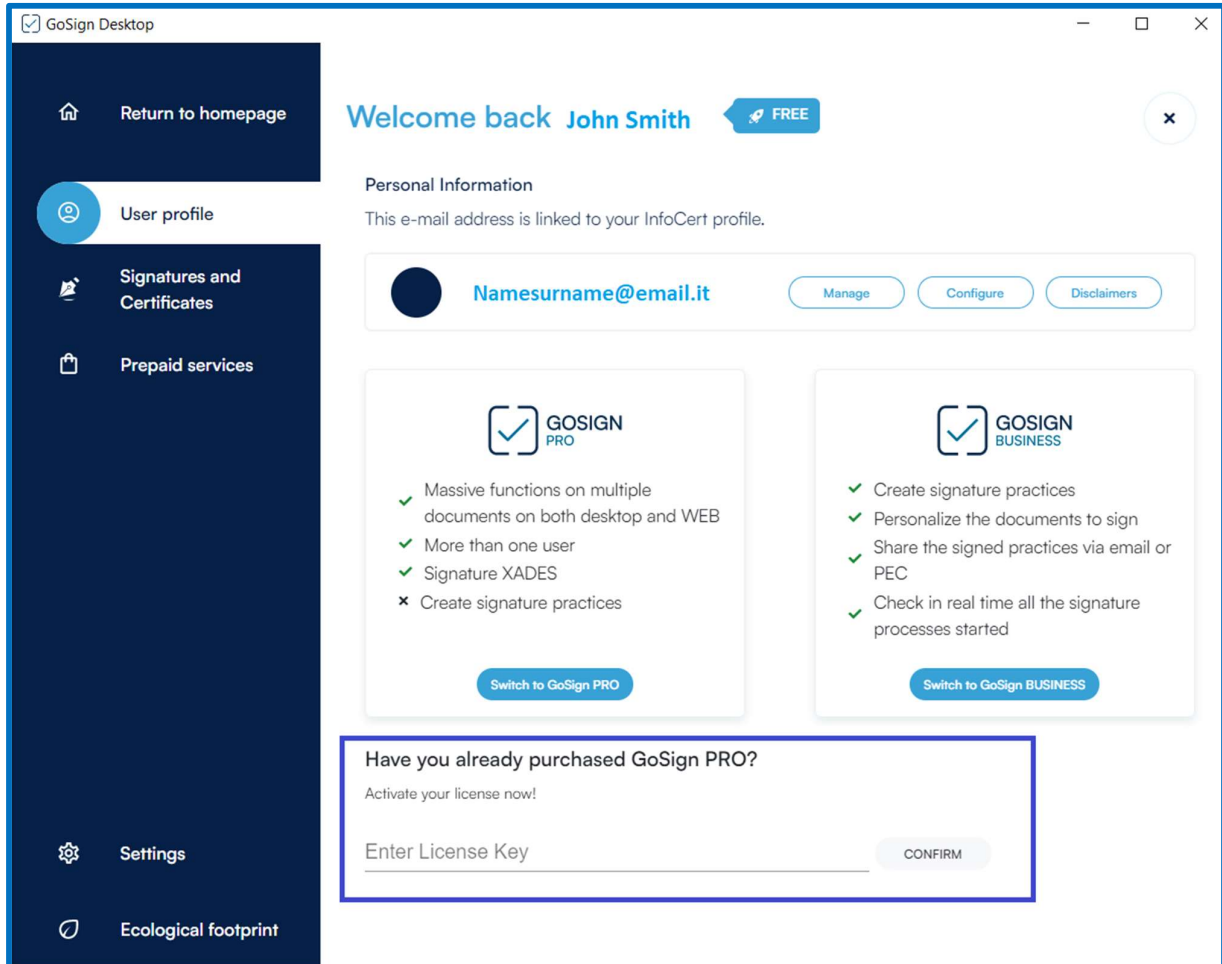
Once you have verified that you have enough time stamps available to be able to mark the document (or more documents) you have to press the *CONFIRM* button, and you will be asked to decide where you want to save the marked document. By default, the path provided corresponds to the source folder of the marked file.

The time stamping process ends by pressing the *CONFIRM* button. GoSign Desktop will confirm the time stamp in the last screen of the function process.



License

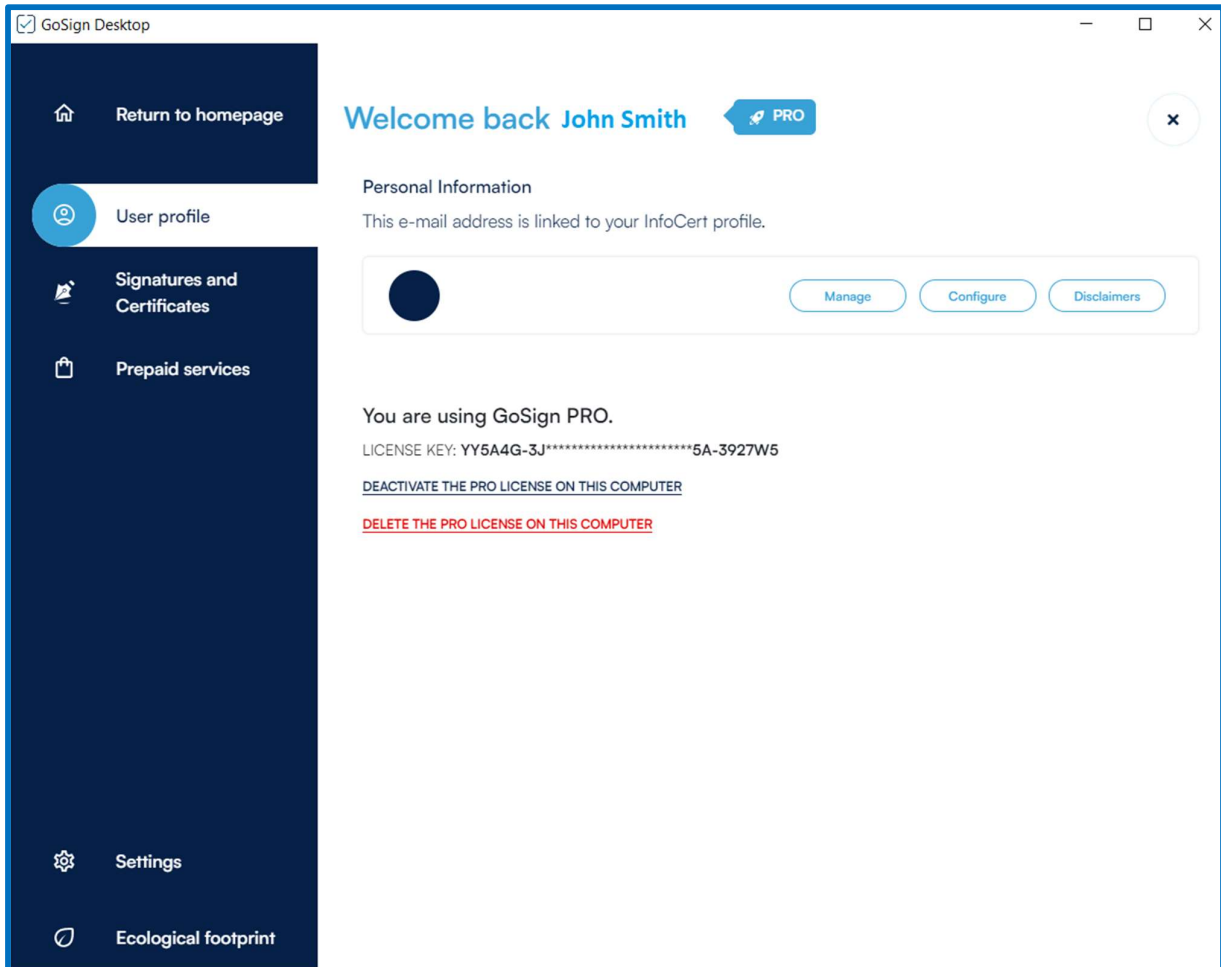
In the *User profile* menu on the left you can activate the PRO license by going to the *License* section.



The screenshot shows the GoSign Desktop user profile page. The left sidebar contains navigation options: Return to homepage, User profile (highlighted), Signatures and Certificates, Prepaid services, Settings, and Ecological footprint. The main content area displays the user's name, John Smith, and a 'FREE' badge. Below this, there is a 'Personal Information' section with the email address 'Namesurname@email.it' and buttons for 'Manage', 'Configure', and 'Disclaimers'. Two license options are presented: 'GOSIGN PRO' and 'GOSIGN BUSINESS'. The 'GOSIGN PRO' section lists features: 'Massive functions on multiple documents on both desktop and WEB', 'More than one user', 'Signature XADES', and 'Create signature practices' (marked with an 'x'). The 'GOSIGN BUSINESS' section lists features: 'Create signature practices', 'Personalize the documents to sign', 'Share the signed practices via email or PEC', and 'Check in real time all the signature processes started'. At the bottom, a section titled 'Have you already purchased GoSign PRO?' prompts the user to 'Activate your license now!' and provides a text input field for the 'Enter License Key' and a 'CONFIRM' button. This section is highlighted with a blue border in the original image.

Within this section it will be possible to enter the number code of the PRO license that was sent by email from InfoCert. Once the code has been entered, activation is carried out by clicking on the *Confirm* button.

GoSign Desktop PRO confirms the successfully update showing the currently active PRO license code on video.



If you need to uninstall the advanced features from the workstation, simply click on the *Deactivate the Pro license on this computer* link; a message will be shown asking you to confirm the uninstallation.

In this section you can also check the duration status of the license: near the expiration of the license, you will be asked if you want to buy a new one or if you want to renew the existing one.

Certificate List

In the *Signatures and Certificates* menu you can view all the certifications configured at that time in **GoSign Desktop** and you can view them in the *Certificate List* section.

The section displays the list of certificates. For each certificate, the following is displayed:

- **the name of the owner of the certificate;**
- **the type of certificate;**
- **expiration date;**
- the eye icon to **view the technical information related to the certificate;**
- the trash can icon to **clear the certificate.**

There is a special section where you can see expired or expiring signatures. In addition, when the expiration date itself approaches, you will be asked if you want to *renew* or *purchase a new certificate*.

The screenshot shows the GoSign Desktop application window. The title bar reads "GoSign Desktop". On the left is a dark blue sidebar with navigation options: "Return to homepage", "User profile", "Signatures and Certificates" (highlighted), "Prepaid services", "Settings", and "Ecological footprint". The main content area is titled "SIGNATURES AND CERTIFICATES" and has a close button (X). Below this, there are two tabs: "Your signatures" and "Certificate List" (selected). Under the "Certificate List" tab, the heading is "ALL YOUR CERTIFICATES". There are two filter buttons: "Valid" (selected) and "Expired". A search bar is present. Below the filters is a table with the following data:

Name	Type	Status	
<input type="checkbox"/> John Smith	Remote signature	Valid 04/01/2025	
<input type="checkbox"/> John Smith	Remote signature	Valid 02/03/2025	

Settings

In the *Settings* section you can change:

- *Proxy settings*

Sometimes it is necessary, for security reasons, to have an active proxy server on your computer. For this reason, GoSign Desktop allows the user both to have no proxy and to choose two types of proxies.

1. **System Proxy** -> By selecting the *system proxy* option, the application will rely on the proxy that is set by the operating system. Once you have decided to make it work simply press on *SAVE*.
2. **Manual Proxy** -> If, on the other hand, the user has the address of a specific proxy on which he knows he will have to rely in order to work safely, it will be sufficient to choose the *Manual Proxy* option. With this option, it will be mandatory to enter the address of the proxy server with its port. In addition, if necessary, you can also activate the option of obligation to enter the username and password of those who can access the proxy or if you need to authenticate through NTLM. The authentication method can also be chosen.

The screenshot shows the GoSign Desktop application window with the Settings section open. The left sidebar contains navigation options: Return to homepage, User profile, Signatures and Certificates, Prepaid services, Settings (highlighted), and Ecological footprint. The main content area is titled 'SETTINGS' and contains a sub-section for 'PROXY SETTINGS'. The proxy settings are as follows:

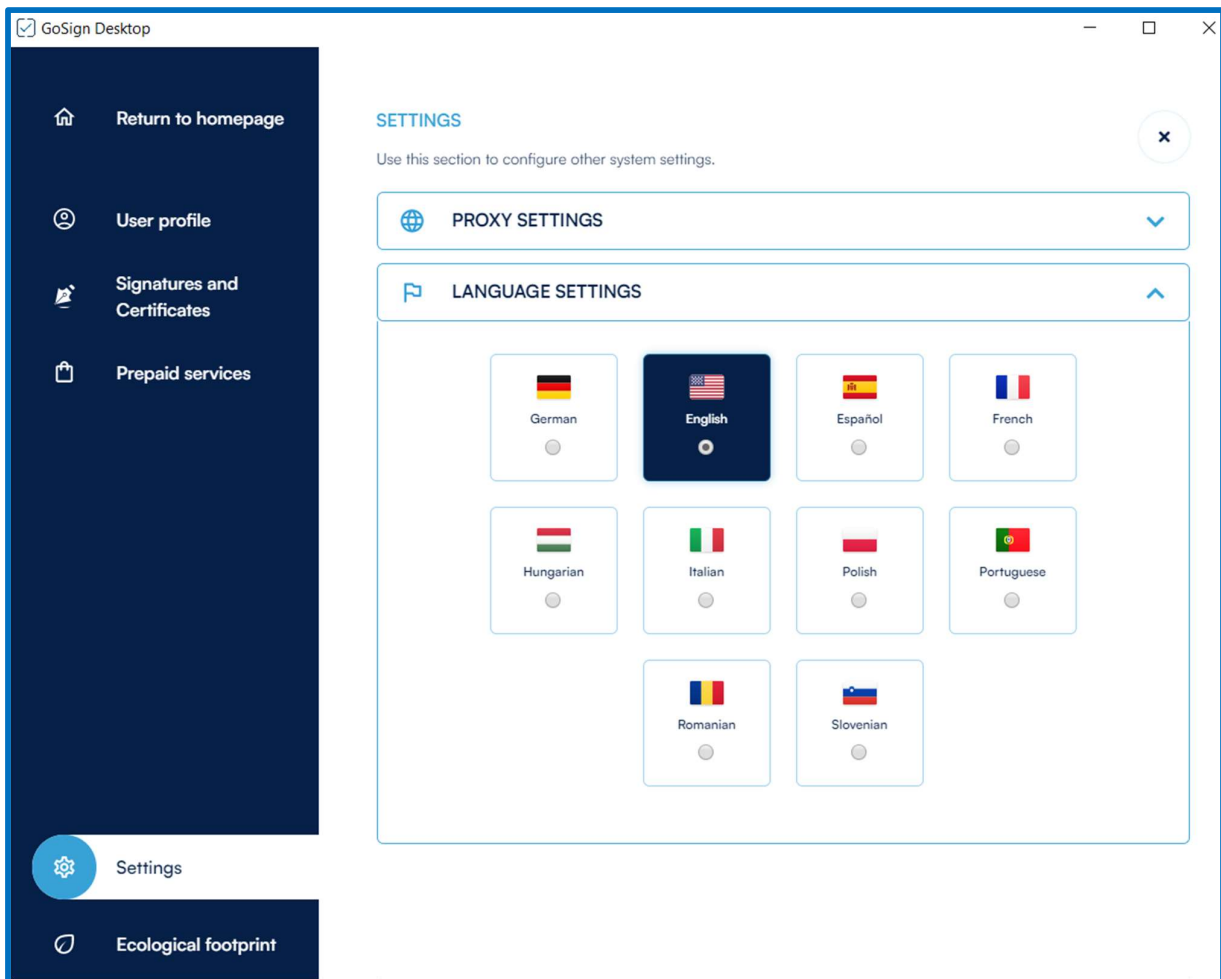
- Select proxy:** Three radio buttons are present: 'None' (selected), 'System proxy', and 'Manual proxy'.
- Server proxy web:** A text input field.
- Port:** A text input field.
- NTLM authentication:** A toggle switch that is currently turned off.
- The server requires a password:** A toggle switch that is currently turned off.
- Username:** A text input field.
- Password:** A text input field.
- HTTP Tunneling:** A toggle switch that is currently turned off.
- Authentication:** A dropdown menu currently set to 'Any'.
- SAVE:** A blue button at the bottom right of the settings panel.

- *Language settings*

Given the wide diffusion of GoSign it is possible to translate the whole application into 10 different languages:

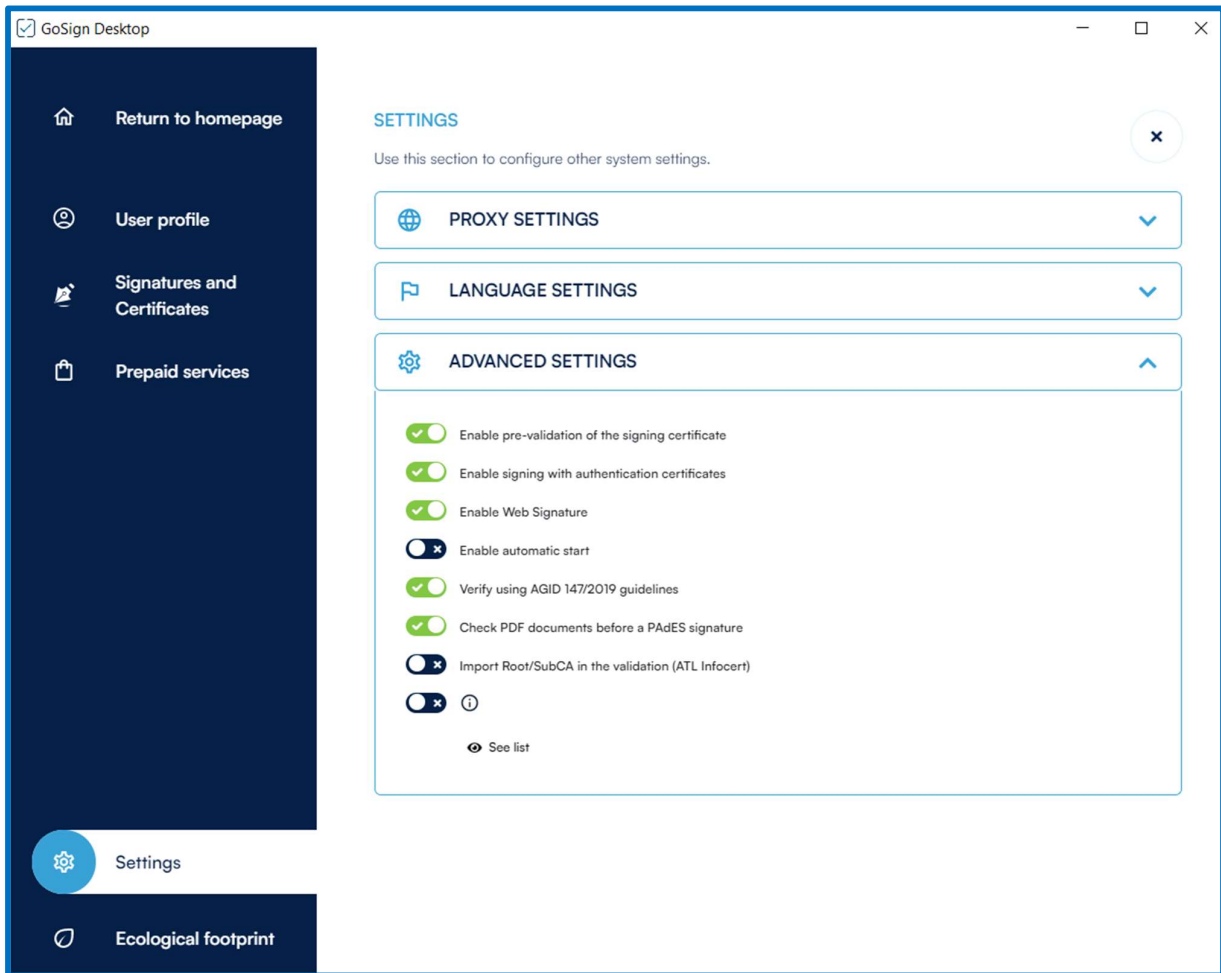
1. German;
2. English;
3. Spanish;
4. French;
5. Hungarian;
6. Italian;
7. Polish;
8. Portuguese;
9. Romanian;
10. Slovenian.

To change the language simply click on the tab of the language you prefer to use.



- *Advanced settings*

With this option, the user can import the entire list of certifications where the documents will be recognized; will be updated automatically. Clicking on the eye icon will show all the Alt InfoCert present at that time.

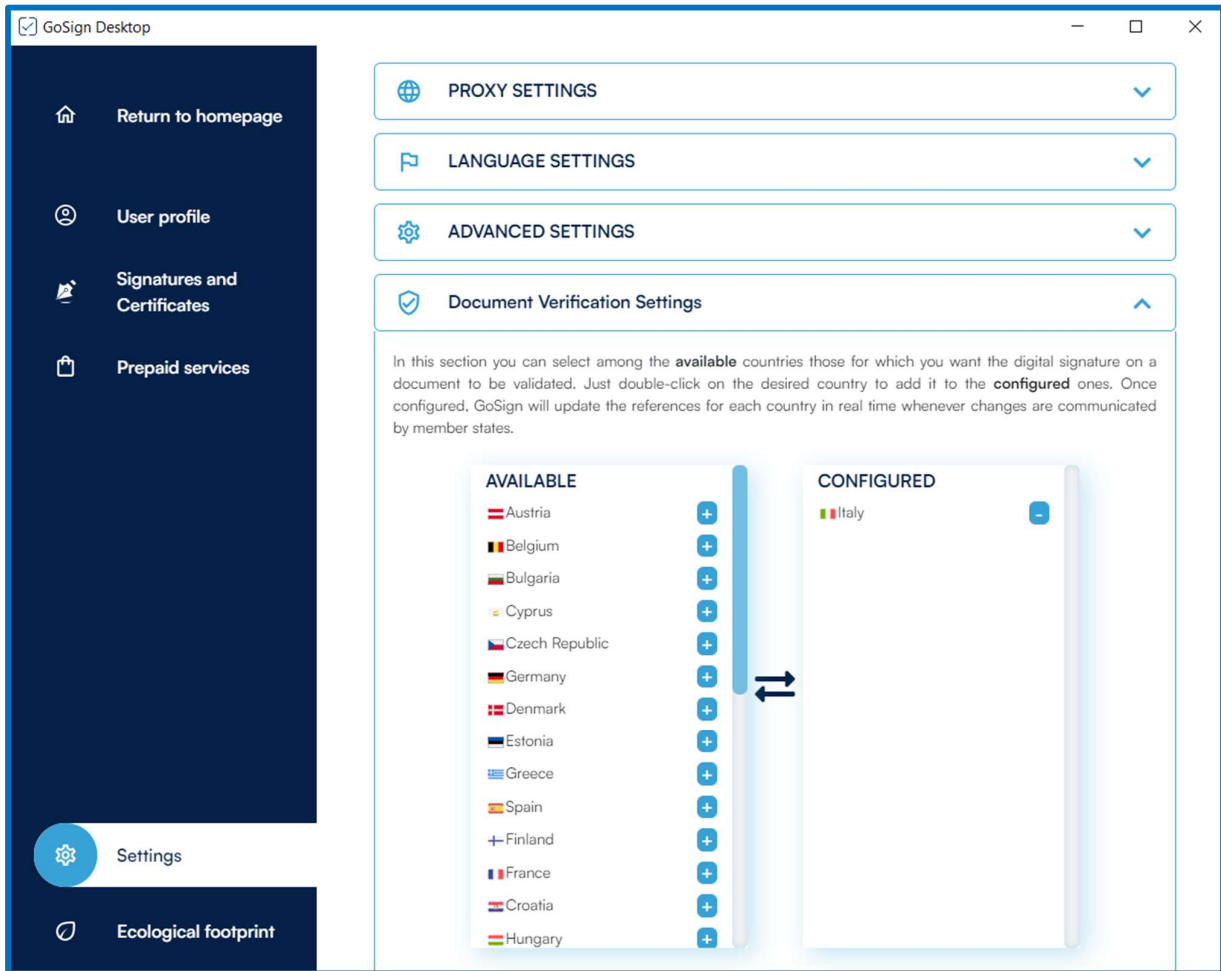


- *Document Verification Settings*

With this option, you can view the list of available European countries for which you want the digital signature to be verified on a document.

In the left column you will find all the countries that can be configured on GoSign Desktop by double-clicking.

Clicking on the *Refresh* button will perform a certificate search to check whether or not there are any updates related to the configured certificates.



Signature

1.1 Upload document

The **Sign** function allows you to select one or more (the ability to sign multiple documents at the same time is only possible in the PRO version) documents to be signed and recall them within the software by clicking on the section of the home page dedicated to the Sign function.

GoSign Desktop, once the document has been loaded, presents the details of the document (type, size, etc.) and, if necessary, you can *Open* the document (by clicking the eye icon) and *Delete* it (by clicking the trash icon).

Among the features offered by the PRO function, there is also the possibility to select the type of signature format you want on that document. This possibility is given for the CADES and XADES signatures.

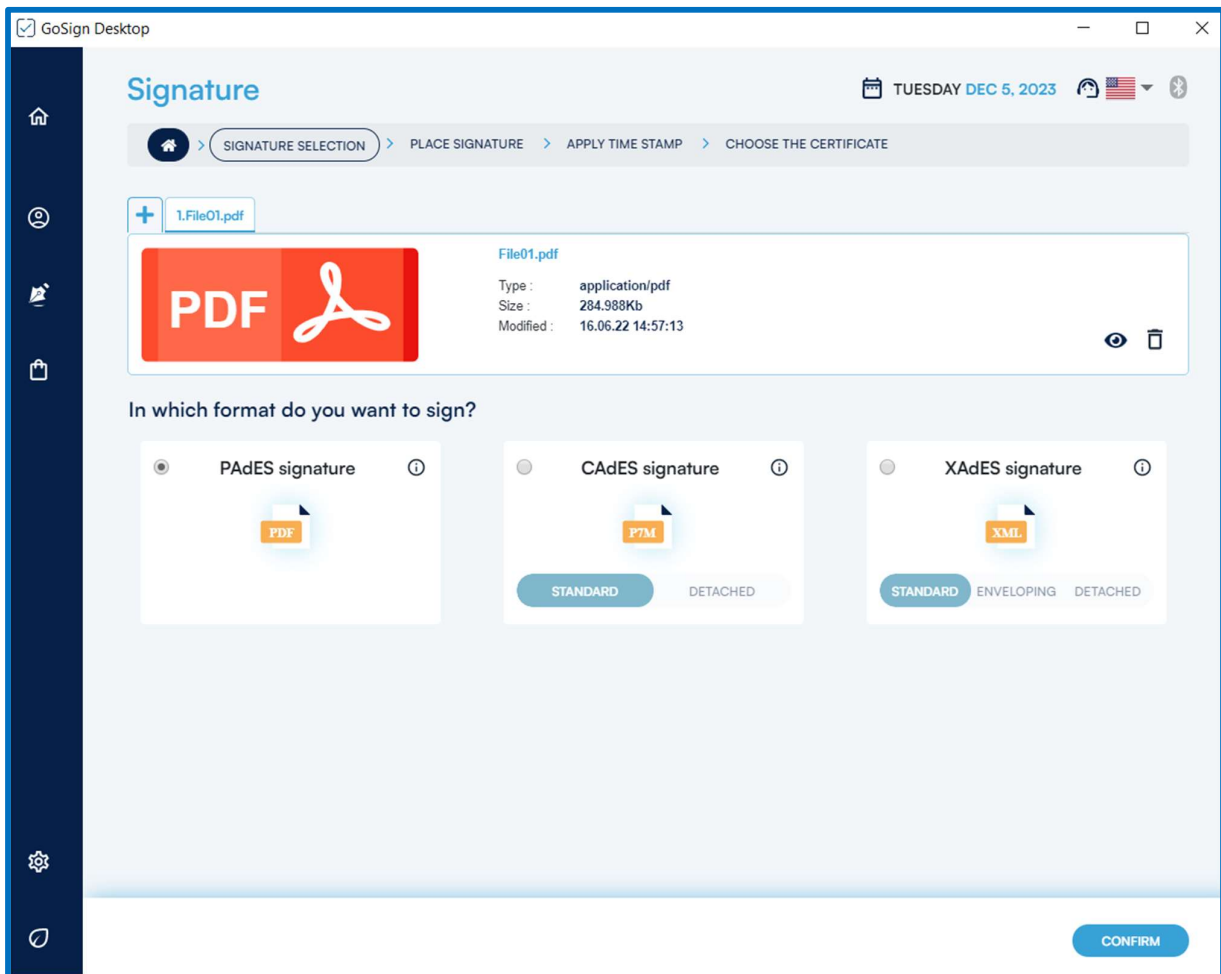
1.2 Signature Format Selection

The three formats available are:

1. **PADes(.pdf)** -> It is a digital signature that can only be affixed to documents in **.pdf** format; you can proceed by clicking the *PADeS signature*.
2. **CADES (.p7m)** -> To produce a document with the **.p7m** extension, you need to choose the **CADES** technology, (this signature format allows you to sign any type of document). You can then choose between *_Standard CADES_*, recognizable by the additional **.p7m** extension added to the original file extension; *Standard CADES but detached*, recognizable by the further extension **.p7s** attributed to files that contain digital signatures; by choosing this option you will have as a final document a file containing **ONLY** the digital signature.
3. **XADES (.xml) (only in the PRO version)** -> Among the advanced features offered by the PRO version of GoSign Desktop is available the **signing of .xml documents**.

Then, you can choose between:

- *Standard*, recognizable because they will keep the original .xml extension;
- *Enveloping*, where it is the signature that embeds the original documents;
- *Detached*; by choosing this option you will have as a final document a file containing **ONLY** the digital signature.



ⓘ N.B: if you save the signed file in this way, in order to verify the document in the Check function, you will also need to upload the original document together with the signature file.

1.3 Signature Image insertion

If **PAdES** signature technology is chosen, GoSign Desktop gives the possibility to make the signature visible within the document. This is possible by *activating* the display signature in document check box; in this case, it is mandatory to apply the signature in the document by double-clicking on the preview of the document, otherwise, it is not possible to continue the Signature process. It is also possible to change the size and position of the signature slip.

GoSign Desktop


TUESDAY DEC 5, 2023


Signature

SIGNATURE SELECTION > PLACE SIGNATURE > APPLY TIME STAMP > CHOOSE THE CERTIFICATE

PLACE SIGNATURE IN DOCUMENT

- Display signature in document
- Signature image

 [Create your signature](#)

 Signature 1

OPTIONAL PARAMETERS ⓘ

[Remember optional parameters](#)

City _____

Signatory's email _____


1 / 1 100%

Documento da firmare

Nome _____

Cognome _____

Accettazione termini

 Signature 1

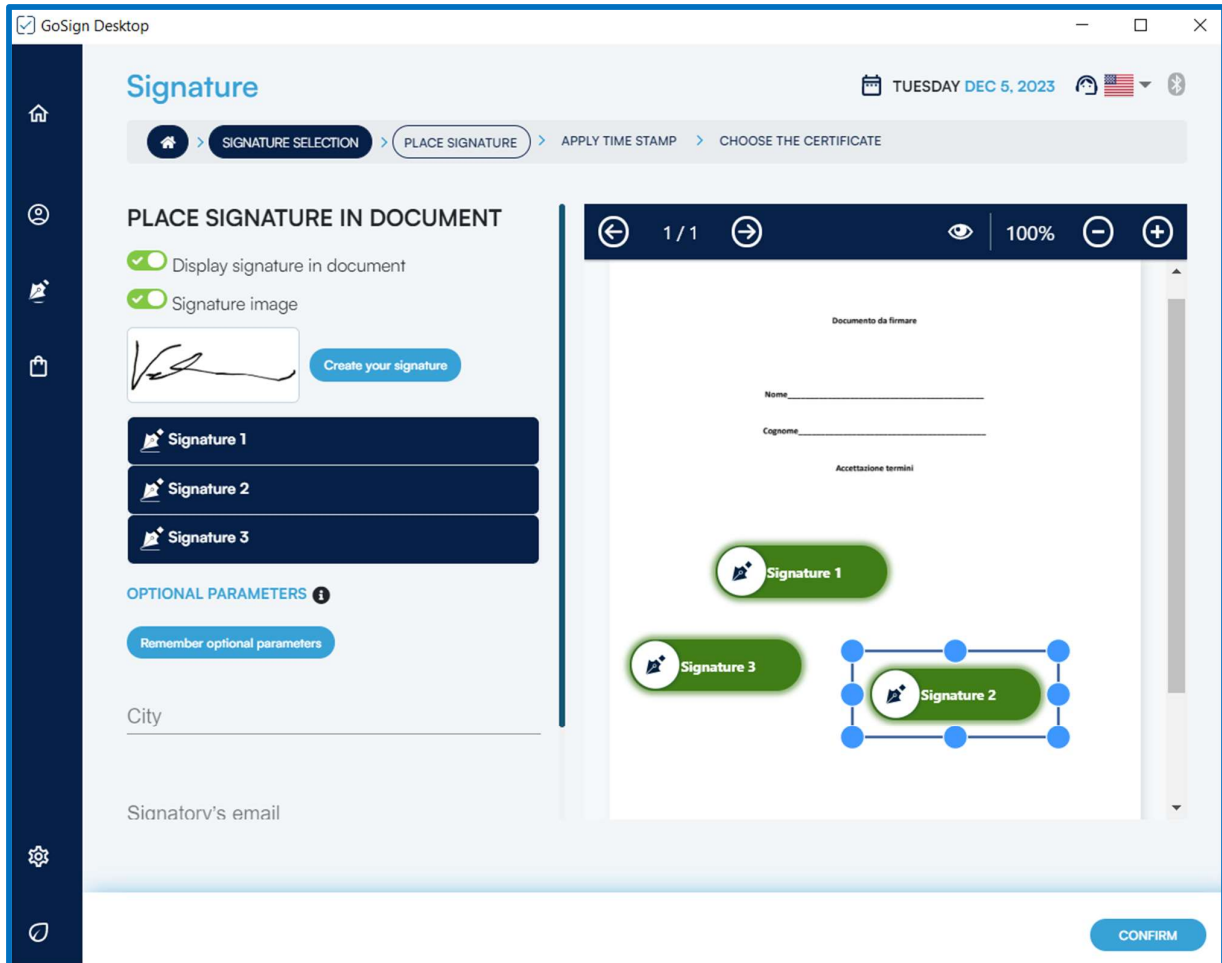
[CONFIRM](#)

⚠ It is very important to keep in mind that this graphic sign has no legal value and this is NOT my digital signature.

It is possible to add additional information:

- The locality;
- E-mail of the person who signs.

To add more signature boxes, just double-click on the pdf preview; to remove it, click on the trash icon.

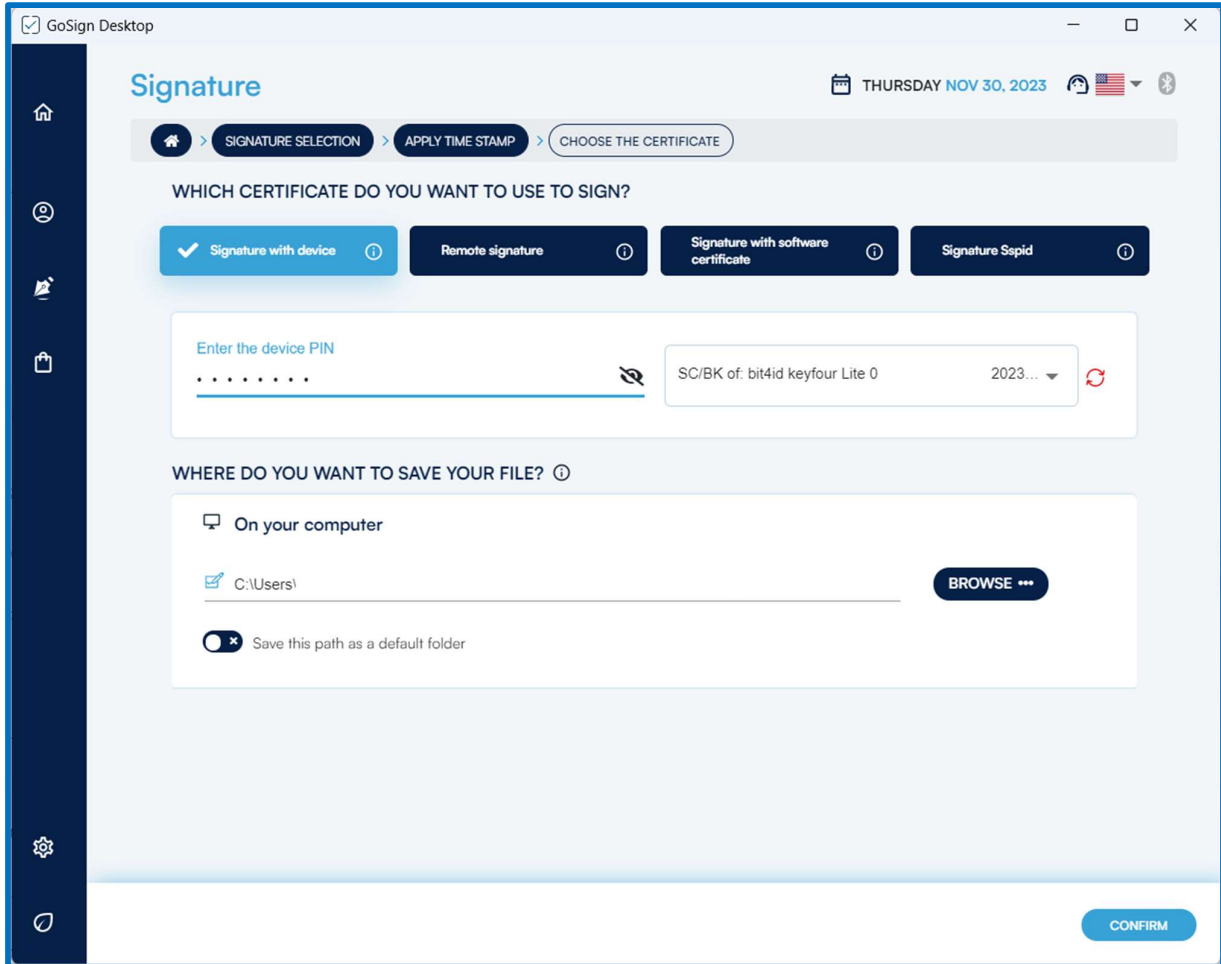


1.4 Digital Signature Certificate Selection

. When signing a document, in the last section, **Choose the certificate**, you can select the type of signature in GoSign that you want to use to finalize the operation and affix the digital signature.

1.4.1 Signature with device

After selecting the **signature with device** option (**Smart Card** or a **BusinessKey**), you can proceed with signing the document.



You have to enter the protection PIN of the physical device in the *Enter the device PIN* field. If no device is detected by clicking on the refresh icon, a signature device connected to the PC, will be searched again and if the result is positive the name will be displayed in the menu.

By default, GoSign Desktop proposes a possible path in the Save destination field, which coincides with the overwriting of the original file, thus being replaced by the signed document. If you choose to overwrite the original document, you will be prompted to confirm the operation. Otherwise through the *Browse* button it will be possible to change the destination of the signed document with the possibility of renaming it. Once you have chosen the destination of the document by clicking on the *OK* button, the process of over-writing the document will be concluded.

1.4.2 Remote Signature

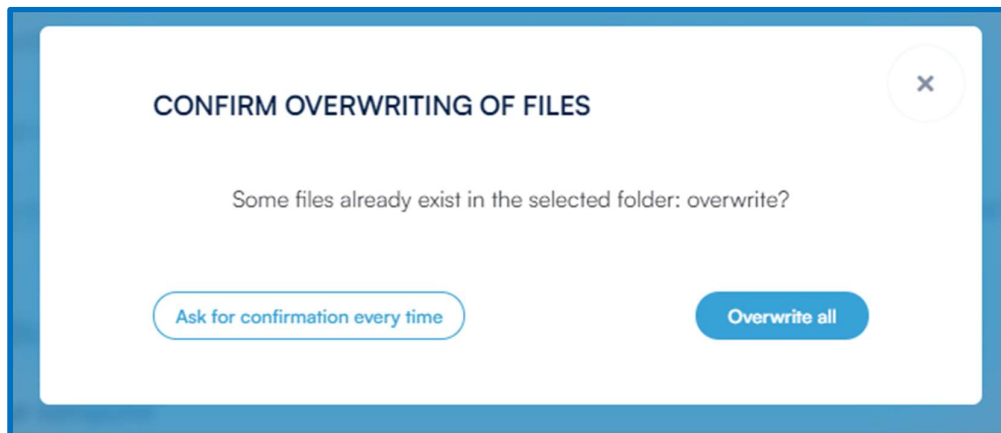
After selecting the *Remote signature* certificate option, you can proceed with signing the document.

To complete the signing operation, enter the remote signature PIN, and then the OTP code that you will receive.

The screenshot shows the GoSign Desktop application window. The title bar reads "GoSign Desktop". The main window has a dark blue sidebar on the left with icons for home, user profile, notifications, documents, and settings. The main content area is titled "Signature" and shows a progress bar with four steps: "SIGNATURE SELECTION", "PLACE SIGNATURE", "APPLY TIME STAMP", and "CHOOSE THE CERTIFICATE". Below the progress bar, the question "WHICH CERTIFICATE DO YOU WANT TO USE TO SIGN?" is displayed. There are four buttons: "Signature with device", "Remote signature" (which is highlighted in blue and has a checkmark), "Signature with software certificate", and "Signature Sspid". Below these buttons, there are two sections. The first section is titled "Remote Signature" and contains a dropdown menu for "Remote signature of: John Smith (mc6...)" and a "RECEIVE TEXT MESSAGES" icon. The second section is titled "WHERE DO YOU WANT TO SAVE YOUR FILE?" and contains a "On your computer" option with a file path "C:\Users" and a "BROWSE" button. At the bottom right of the window, there is a "CONFIRM" button.

In case of multiple signatures, you will be asked on the next screen if you want to overwrite all the documents (*overwrite all*), or decide separately for each (*decide for each file*); in the second case, as many pop-ups will appear as the number of documents for the possibility of signing them or not.

To complete the signing operation, simply enter the remote signature PIN, and then the OTP code received. GoSign Desktop Pro allows you to sign **up to 10 documents** with a single OTP code.

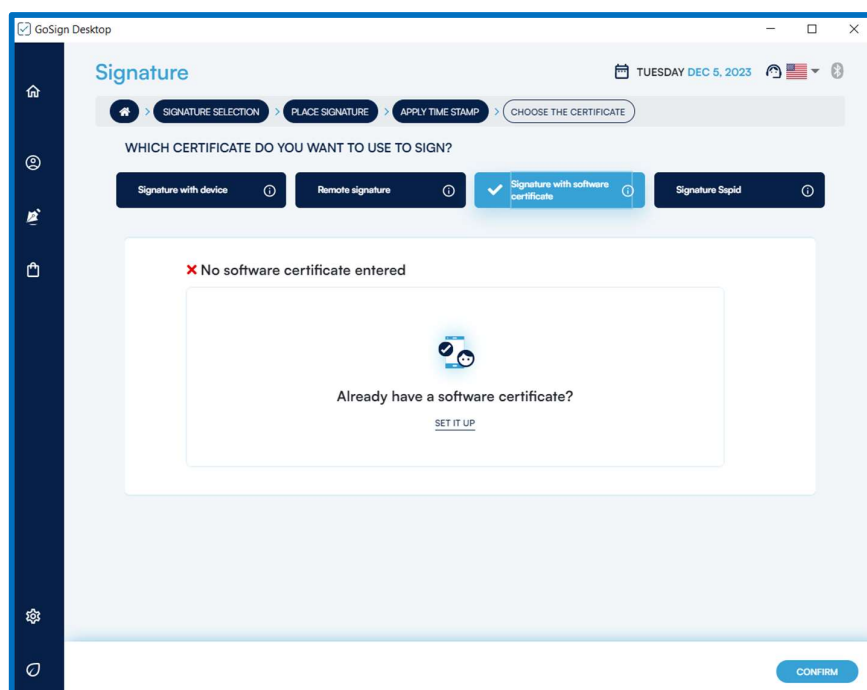


1.4.3 Signature with Software Certificate

After selecting the software certificate option, you can proceed with signing the document.

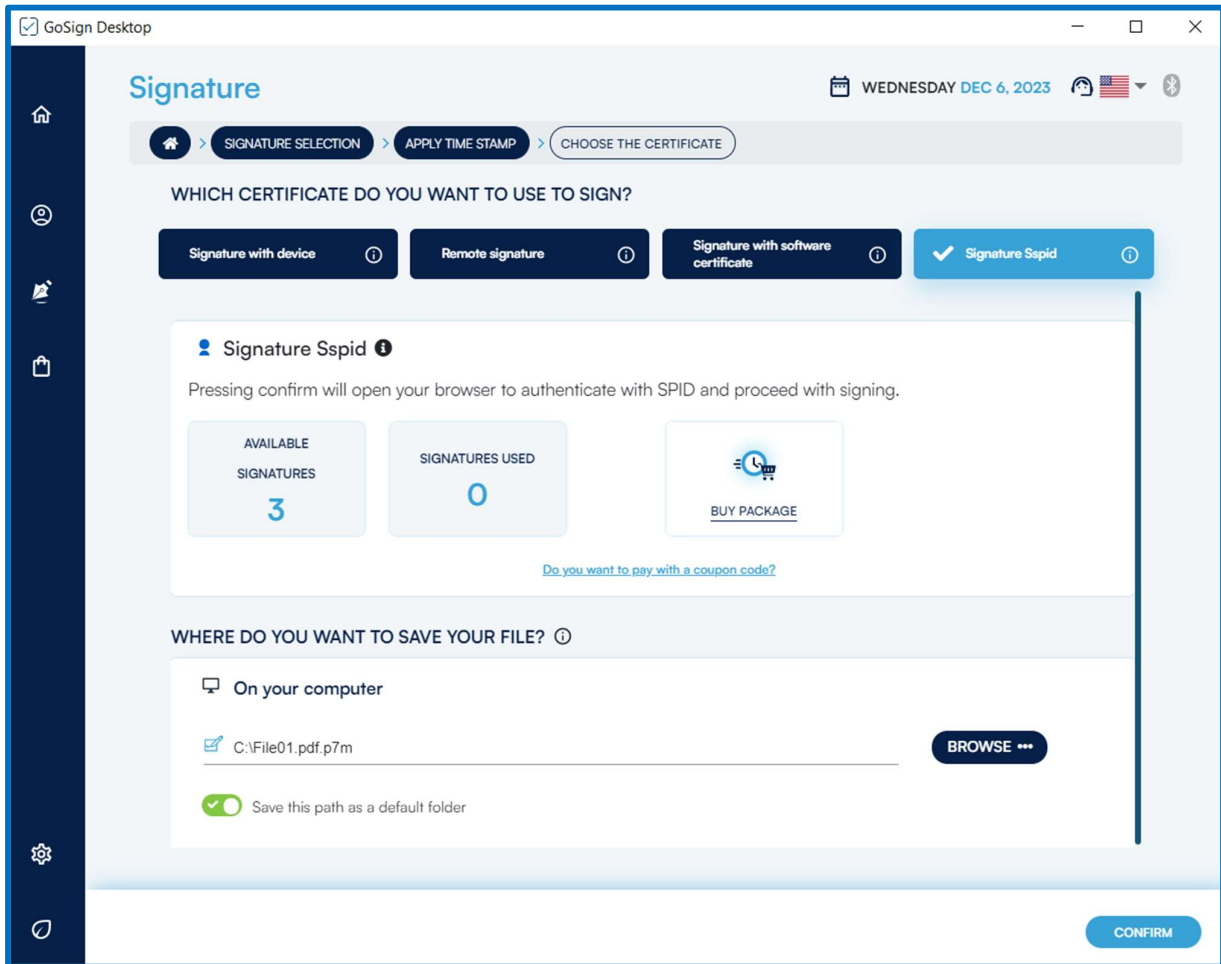
Using the drop-down menu, you can choose the P12 certificate you want to use for signing the document. If it has not already been configured by clicking on *Configure* it will be possible to add a software signature certificate in the dedicated section.

Like the other modality, GoSign Desktop proposes a possible path in the Save destination field, which coincides with the overwriting of the original document, thus being replaced by the signed document. By clicking on *Confirm*, through the popup window you will be asked for the password relating to the certificate.

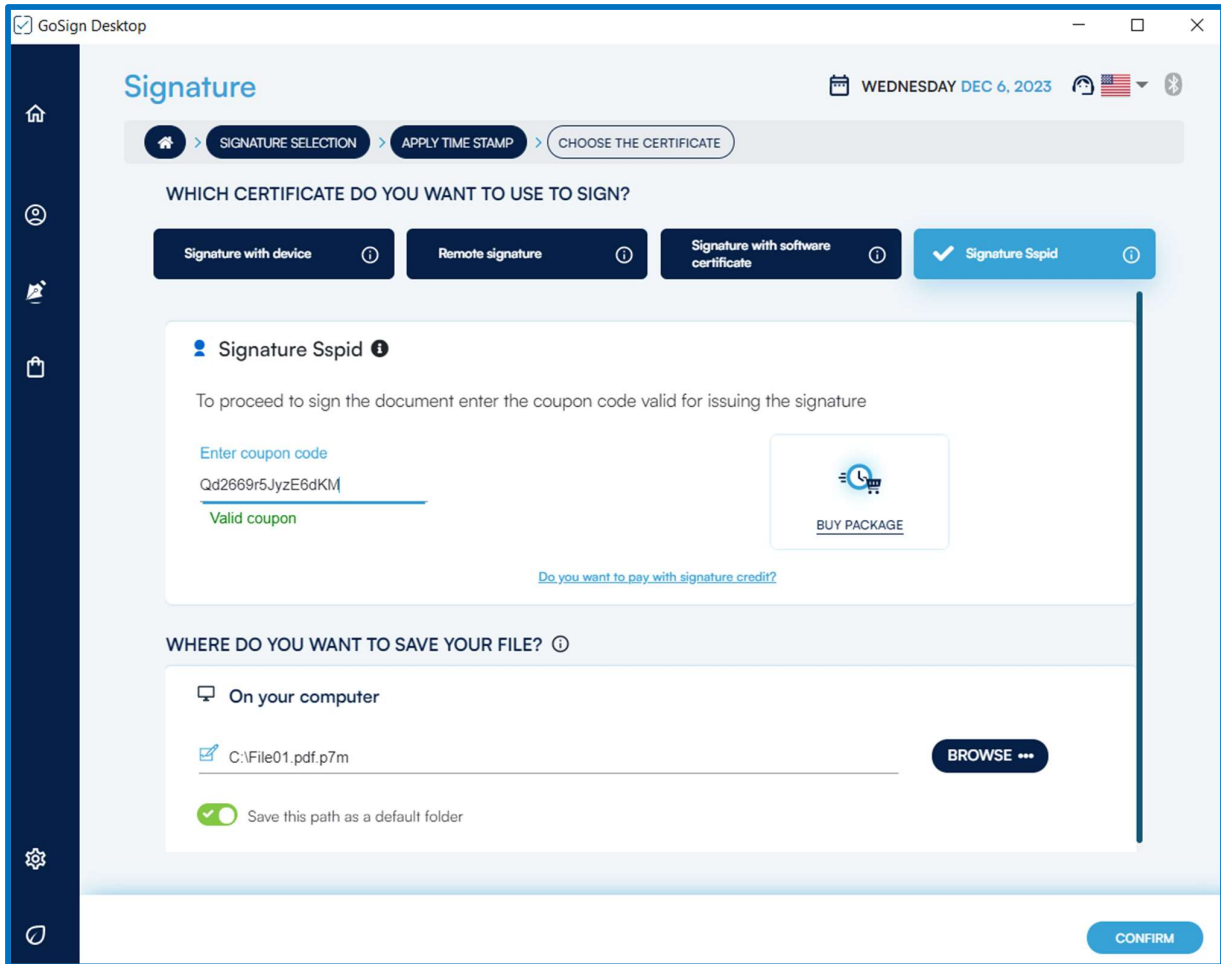


1.4.4 Signature with Spid (this signature option is available only for Italian market)

The last type of signature is the *Sign with SPID*: after selecting the appropriate tab, the counter of available/used signatures will be displayed, If the user used for access coincides with that of purchase.



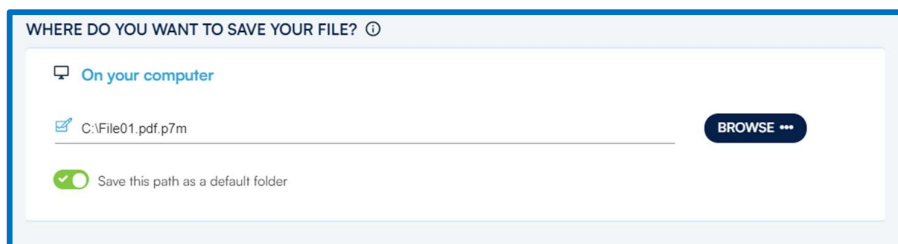
If, during the purchase phase, you have chosen to associate the product with another user, different from the one used for the purchase, it will be possible to click on the link *Do you want to pay with a coupon code?* in order to enter the disposable code received by e-mail after the purchase.



It will be necessary to pay attention to the coupon entered, which may be invalid if it has already been used previously.

The signing process, once the signing certificate is selected, will be the same for both options (account association and use of signing coupons).

The next step involves choosing the destination folder for saving the signed file.

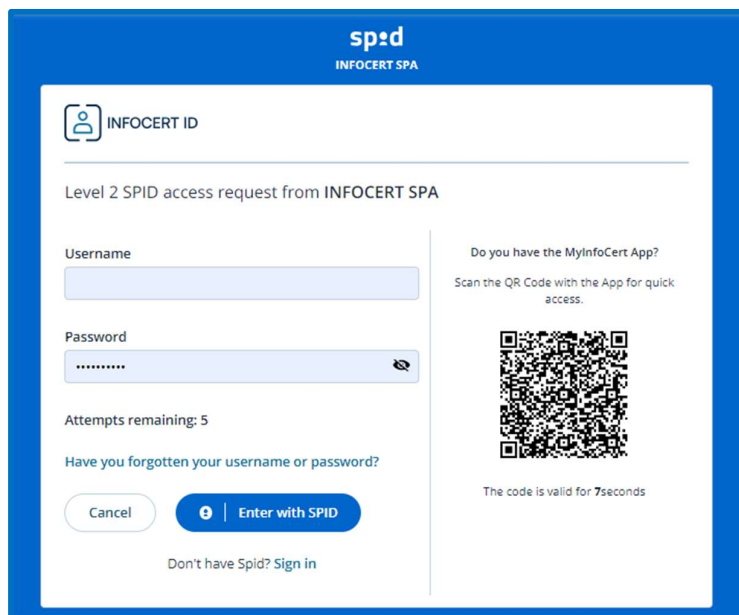


Finally, you will be asked to log in with the credentials relating to your SPID user.

By clicking on the *Login in with SPID* you can select the provider of your digital identity.



You will then be asked for level 2 SPID access, after which the GoSign Desktop app will open.

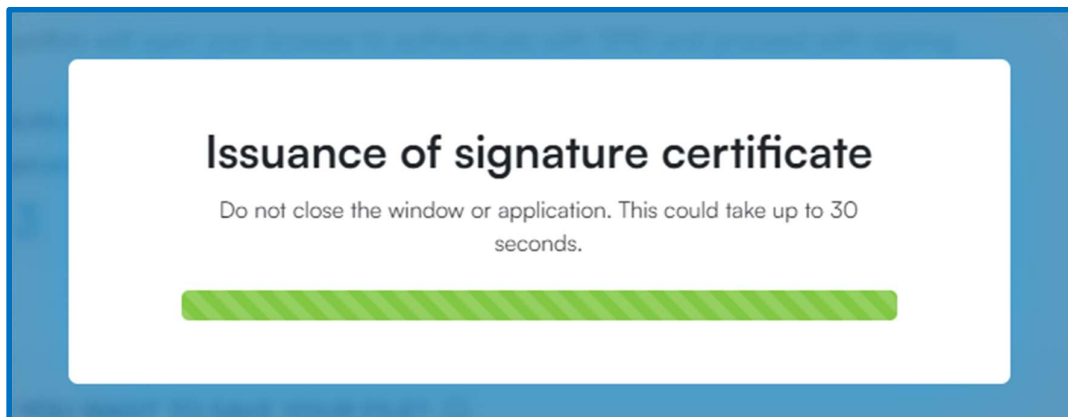


You will then proceed to enter and confirm any e-mail address, necessary to receive the contract for the use of the one-shot signature.

The screenshot shows a window titled "GoSign Desktop" with a dark sidebar on the left containing icons for home, user profile, document, folder, settings, and refresh. The main content area displays a white dialog box titled "Sign with SPID" with a close button (X) in the top right corner. The dialog box contains the following text and elements:

- Text: "Before requesting your digital signature certificate, enter and confirm your e-mail address."
- Form fields: "Enter e-mail address" and "Confirm e-mail address" with horizontal lines below them.
- Text: "Read the terms and conditions of the digital signature service made available by InfoCert S.p.A. by downloading the documents below."
- Text: "Activation Request and General Conditions of Service", "PKI Disclosure Statement", "Privacy Policy Statement", "By clicking on the 'REQUEST CERTIFICATE' button."
- List of terms:
 - Requests from InfoCert S.p.A. the issuance of a Qualified Certificate under the conditions indicated in the Contract he/she has downloaded
 - Accepts that the digital signature certificate will be used immediately
- Button: "REQUEST CERTIFICATE" (blue rounded rectangle)

Below the dialog box, there is a checkbox labeled "Save this path as a default folder" which is checked. At the bottom right of the window, there is a "CONFIRM" button (blue rounded rectangle).



Sull'indirizzo di posta precedentemente inserito e confermato, si riceverà la mail contenente il contratto relativo alla richiesta di firma.

INFOCERT
TINEXTA GROUP

CONFERMA DI ATTIVAZIONE E FRUIZIONE FIRMA DIGITALE
Servizio di firma "One Shot" (OS)

Di seguito i dati di riepilogo, utilizzati per l'attivazione e la fruizione del Servizio, acquisiti in sede di attivazione dello stesso.

I. DATI OBBLIGATORI

Informazioni Anagrafiche Titolare
Codice fiscale (*) _____
Cognome (*) _____ Nome (*) _____
Data di nascita _____ Sesso M F
Luogo di nascita ROMA _____ Provincia RM _____

Altre Informazioni
Indirizzo e-mail _____ @ gmail.com
Codice identificativo SPID INFC000012759

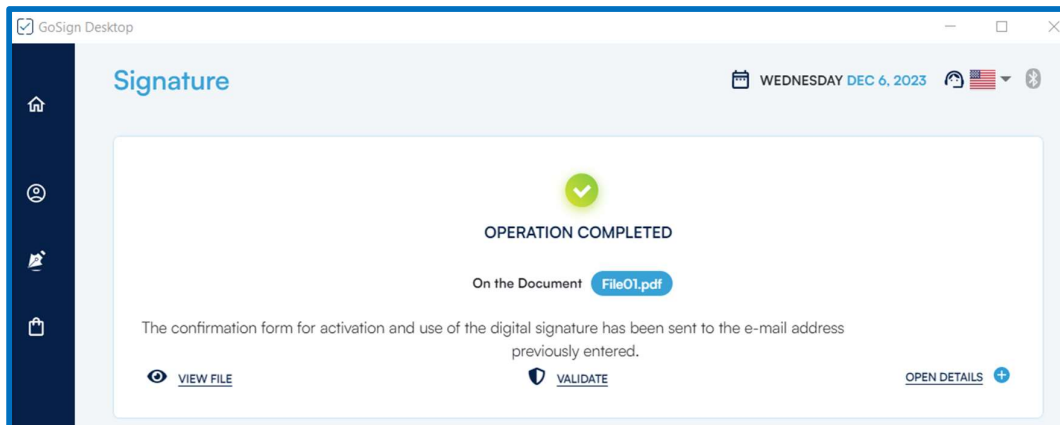
Il sottoscritto Titolare prende atto di aver attivato e fruito del Servizio OS fornito da InfoCert, cui si applicano (i) delle Condizioni Generali del Servizio OS (le "Condizioni Generali OS"), (ii) del PKI Disclosure Statement ICERT-INDI-PDS, nonché (iii) dell'Informativa Privacy (l'"Informativa Privacy"), disponibili all'indirizzo web www.firma.infocert.it, di cui ha preso visione ed ha accettato prima della fruizione del servizio medesimo.

Contratto accettato da:
In data: Wed 20 Sep 2023 14:52:48 CEST

1.5 Conferma dell'avvenuta firma

GoSign Desktop will confirm the successful signature in the last screen of the Signature function process. Clicking on the "+" next to Open details it is possible to view the type of signature and which certificate has been used and, if necessary, the signed document will be opened using the *view file* function.

Then you can choose if sign another file or return to the home page.



Multiple Signature

The Signature function available on the PRO version of GoSign Desktop allows you to select multiple documents to be signed simultaneously and to recall them within the software; up to 10 documents can be signed with a single OTP code.

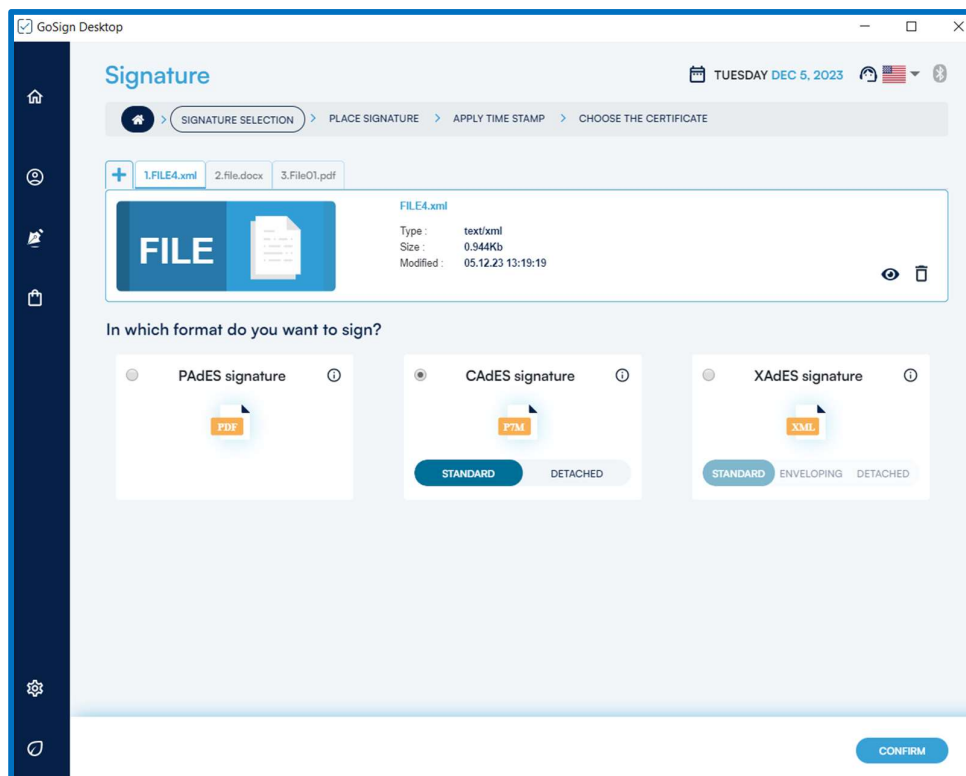
You can select some or all of the documents contained within a folder and sign them with a **single PIN authentication**.

GoSign Desktop PRO shows you the details of the documents to be signed (name, type) and the **possible ways of signing**, which will depend on the **type of documents selected**. Since you are using GoSign Desktop PRO, you will have many view panes available (which contain the documents, allow you to scroll through them, delete them or view the file).

If you have selected an **inhomogeneous group of documents** (files with **non .pdf / xml** extension together with .pdf / xml files), you will be able to get signatures:

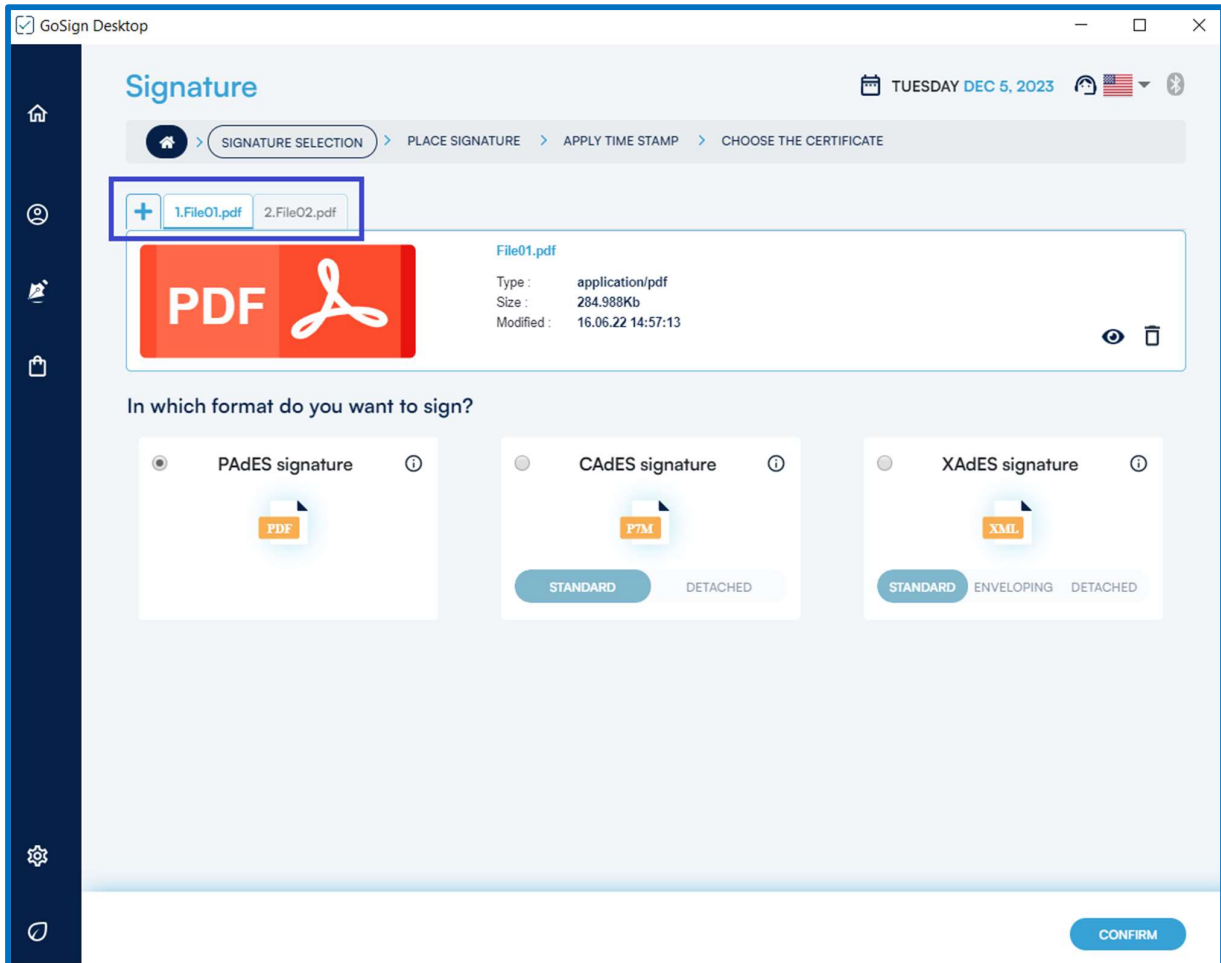
- CAdES standard, recognizable by the additional **.p7m** extension whatever the original file extension;
- CAdES standard but detached, recognizable by the further extension **.p7s** attributed to files that contain digital signatures.

You can move between the various documents by clicking at the top on the appropriate label containing the name of the single file.



If you have selected **only documents with .pdf extension**, you will be able to obtain signatures:

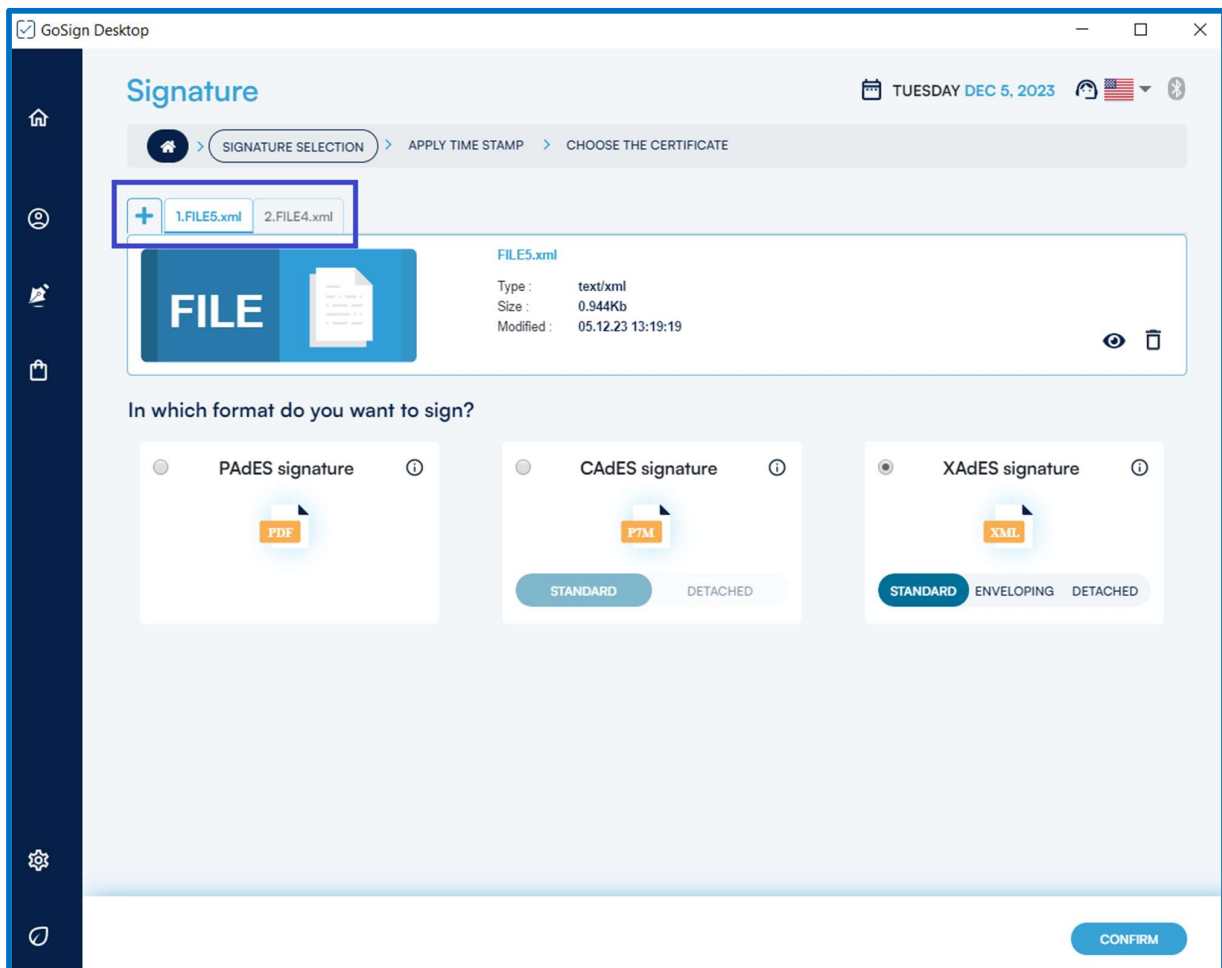
- PAdES standard, recognizable because they will keep the original **.pdf** extension;
- CAdES standard, recognizable by the additional **.p7m** extension added to the original file extension;
- Standard CAdES but detached, recognizable by the further extension **.p7s** attributed to files that contain digital signatures.



If only **documents with .xml extension** are selected, the signatures that can be obtained are:

- XAdES format, recognizable because they will keep the original **.xml** extension;
- CAdES format, recognizable by the additional **.p7m** extension added to the original file extension;
- CAdES but detached format, recognizable by the additional **.p7s** extension attributed to files that contain digital signatures.

A click on the *Confirm* button allows you to proceed.



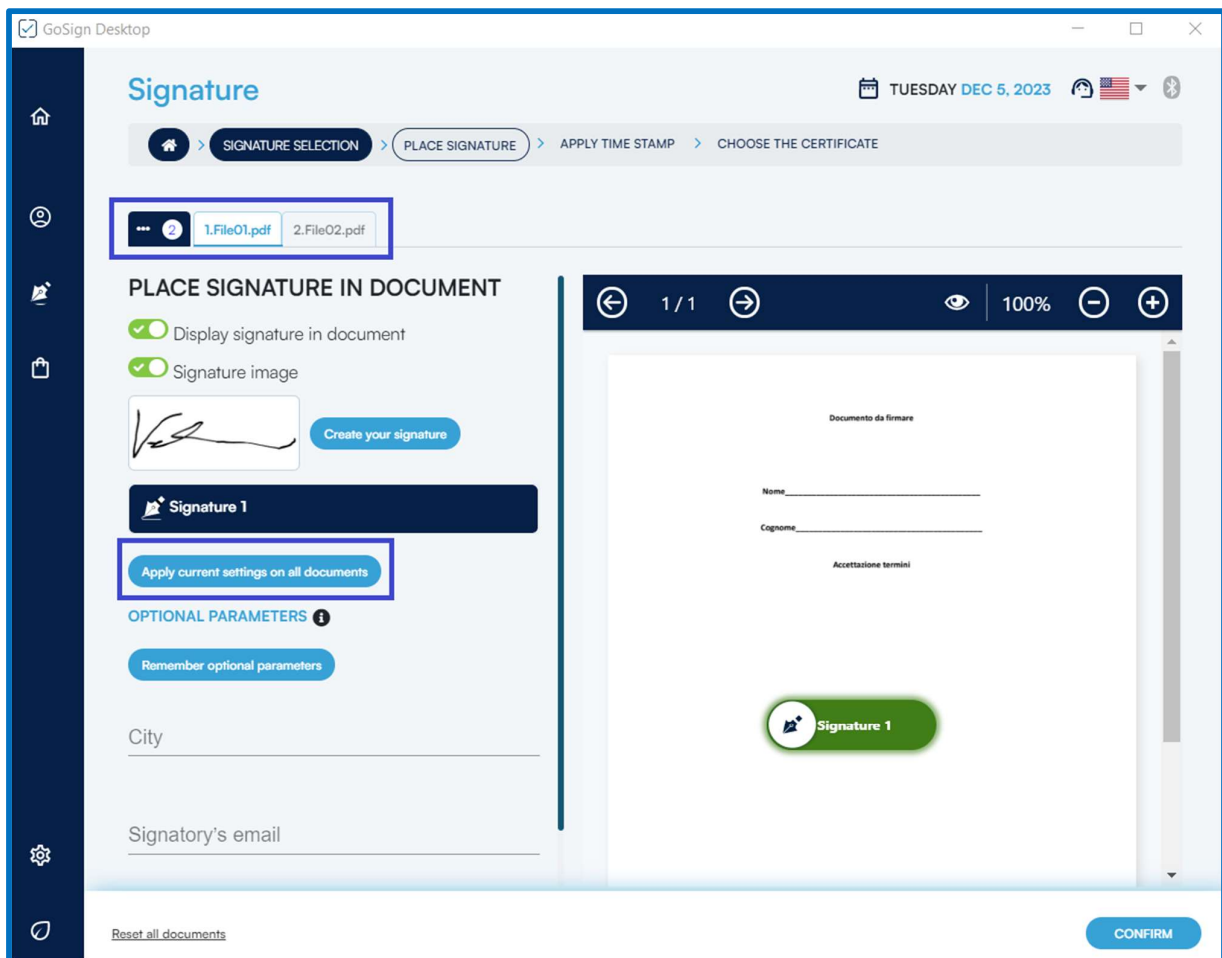
Inserimento immagine di firma

In the case of multiple signatures, if you select **PADeS** as the standard signature technology, the next step is represented by the positioning of the signature, which gives the possibility to: place the signature in the document, make the signature visible within it, insert additional information.

If you decide to apply the same settings to all documents, you will need to click Apply current settings to all documents. Otherwise, if you decide not to standardize the settings, you can switch between one document and another using the appropriate heels at the top.

Considering both cases, the features offered are varied.

First of all, make the signature visible within the documents. This is possible by activating the Enable checkbox and double-click to add signature; in this case, it is mandatory to apply the signature to the document through a double click on the preview of the document, otherwise it will not be possible to continue the Signing process.



It is very important to keep in mind that this graphic sign has no legal value and is NOT my digital signature.

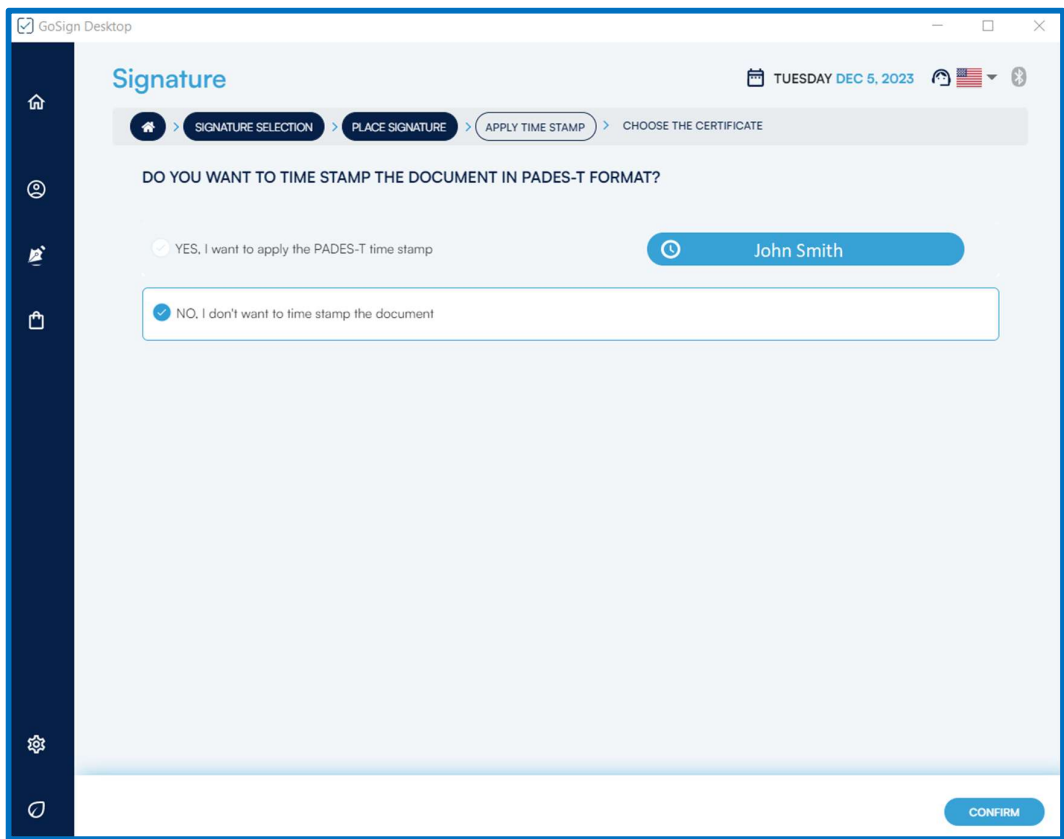
You can also enter, for one or more documents, additional information:

- The locality;
- E-mail of the one who signs.

To add more signature boxes, simply double-click on the pdf preview; to remove it, click on the trash can icon.

As with other signatures, once you choose the signature format, GoSign Desktop will ask whether or not you want to apply timestamp to documents you are digitally signing.

To apply a Timestamp, an account containing timestamps has to be configured. Once you have chosen if you want less to affix a timestamp you need to press the Confirm button to proceed to the next step.



Then, you will need to select the signing certificate to conclude the operation.

GoSign Desktop will confirm the signature on the last screen of the signature function process.

Validate

Over the years, the **digital signature has considerably evolved: from a technological point of view** but, above all, **from a regulatory point of view**.

This means that today it is possible to find yourself dealing with documents signed with certificates issued in the face of a different legislation from the current one and with a validity influenced by the rules in force at the time of issue.

To make the recognition of these different types of files more intuitive, **GoSign Desktop uses icons of different colors**.

1.6 Upload documents

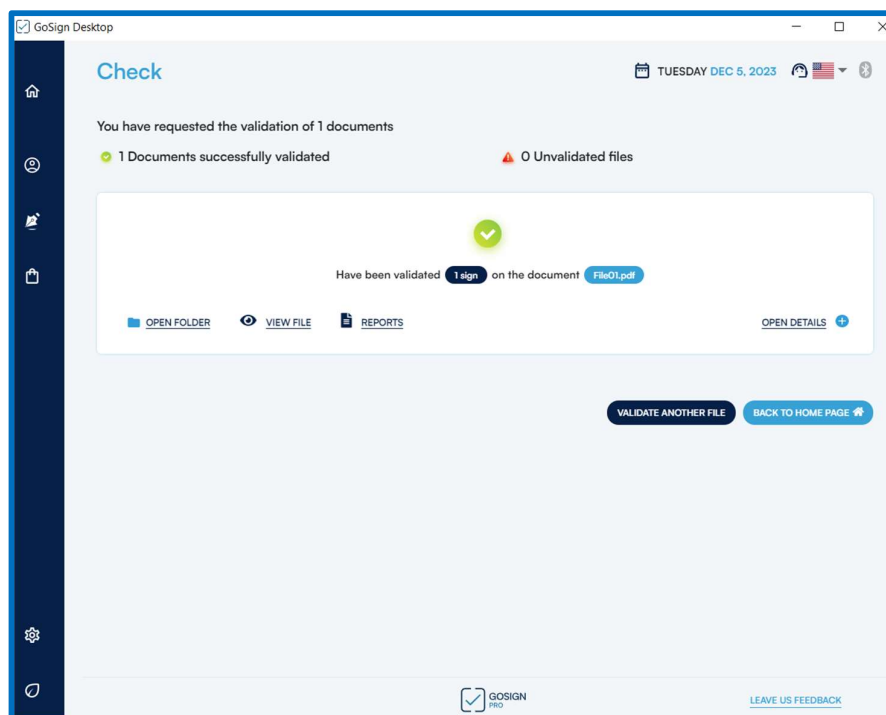
By clicking on the *Validate* function available on the home page, it allows you to select the document to be checked, or more documents if we are working with an active PRO license and recall them within the software.

1.7 Check outcome

Once the document to be validate has been uploaded, there are two possible scenarios once the upload has been completed.

- **Validate with Light Green icon**

The **Light Green icon** indicates that the document has been successfully recalled by the software and has been able to verify the signatures and/or timestamps affixed to the document and signatures and/or timestamps have been found.



By opening the *Details* section, all the signatures and time stamps contained in the document are displayed and through different colors and icons, they indicate whether they have been fully, partially, or not verified.

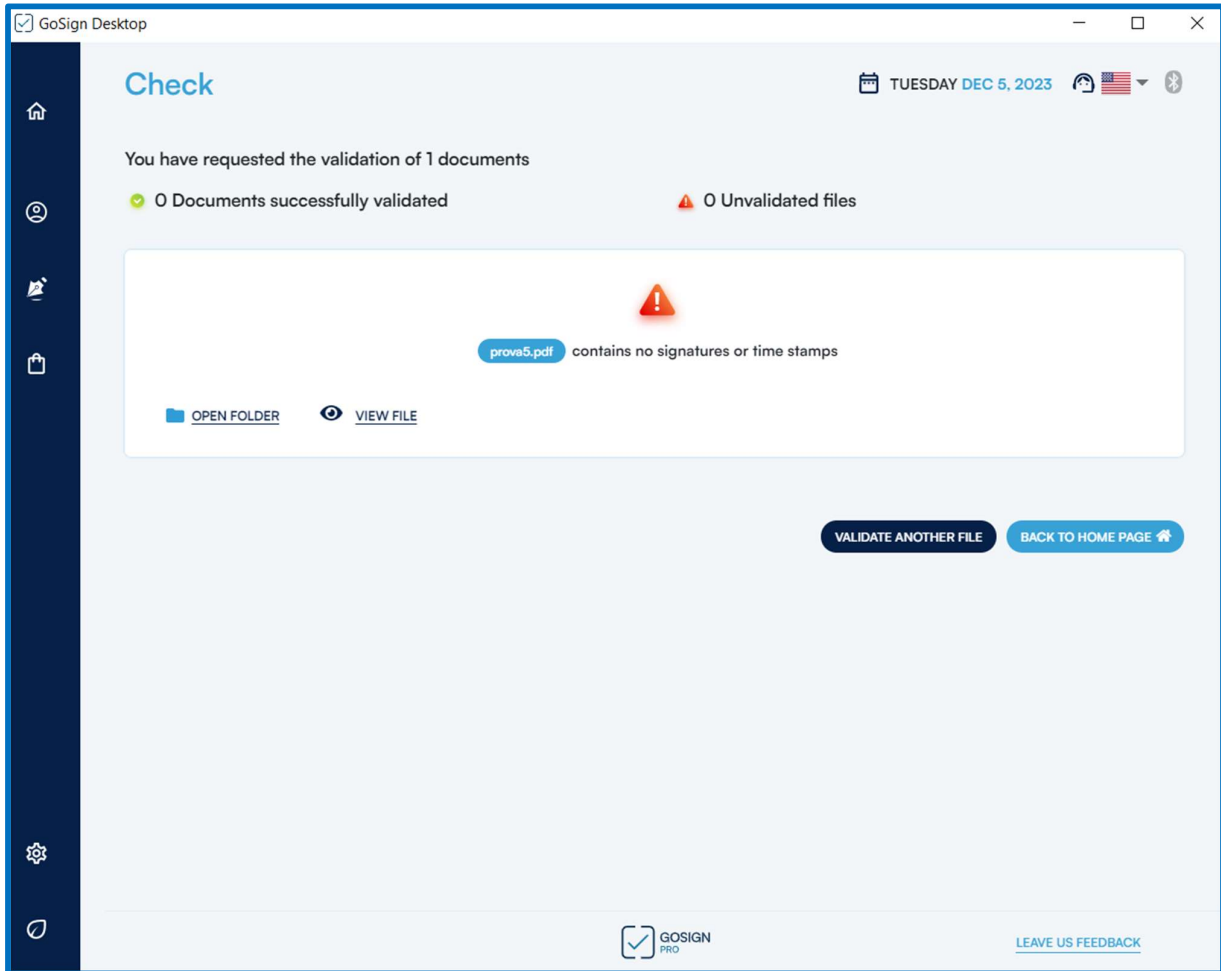
By clicking on the eye icon, a popup window will open showing more information about the signature, the signer, and the certificate used to sign. The detailed information also includes the updated date of the *CRL list*, which provides information on revoked, suspended, or expired certificates.

The information will change according to the type of document:

- 1- If you select a document signed in **PDF** mode (PAdES standard), you will get more information about the signature, the signer, and the certificate used to sign as well as the details of the PDF signature: reason, place of signature, possible contact of the signer. If there is also a time stamp, I will also have information relating to the time stamp.
- 2- If it is selected from documents marked in **.m7m** format. These are documents that combine the signed electronic document and the relative time stamp which actually has the extension **.tsr**. For this reason, during the verification phase, it is not necessary to select the file to be associated with the time stamp.
- 3- If you select a document signed in **XML** mode (XAdES standard with GoSign PRO), you will get more information about the signature, the signer and the certificate used to sign as well as the details of the XML signature: date of signature as per workstation.

- **Check with Danger Icon**

The **danger icon** indicates that neither signatures nor time stamps have been detected on the document; the document was in any case correctly recalled by the software and was able to carry out the verification of the signatures and/or time stamps affixed to the document but neither signatures nor time stamps were detected on the document.



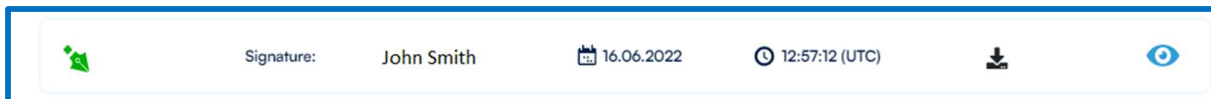
Signature verification detail

Once the signature has been verified, by clicking on Open details, with the "+" icon, a further and thorough verification will be possible.

- **Check with green icons**

The **green signature/time stamp** icon indicates that the digital signatures and/or time stamps affixed to the document are fully valid under the current legislation.

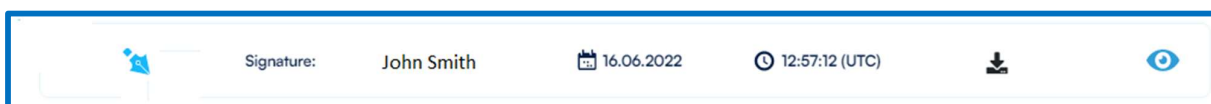
The document, therefore, assumes full legal value both in Italy and in the countries of the European Community under, respectively, the Legislative Decree 7 March 2005, n. 82 - Digital Administration Code - with subsequent amendments and additions and of EU Regulation No. 910/2014 - eIDAS.



- **Check with blue icon**

The **blue signature/timestamp** icon may indicate that:

- the signature is valid but may not be recognized in Italy based on AGID Resolution 189 of 23 June 2017 and the EIDAS ETSI EN 319 412-2 standard since the use of the signature key is not among those allowed.
- The signature is valid but the PDF signature format does not meet the minimum requirements of the eIDAS regulation (PADES-Basic signature, example shown in the figure).
- The signature is valid but the CADES signature format does not meet the minimum requirements of the eIDAS regulation (Cades / Pades without SigningTime).
- Signature with SHA1 hash calculation algorithm, not compliant with AGID Resolution 189 23/6/2017.
- The timestamp was affixed using a SHA1 hash calculation algorithm, which does not comply with AGID Resolution 189 of 23/6/2017.



Verification Report

Once the verification has been carried out, it is possible to have a Verification Report and it can be obtained by clicking on the file icon next to the *Report* link. Clicking on the icon opens a browser page showing:

- The document that was verified with its file path;
- Date and time of the verification;
- Data relating to verified signatures and/or time stamps.

1.8 Validity of the signed documents

The *Validate* function available on the PRO version of GoSign Desktop allows you to select multiple documents to be verified simultaneously and to recall them within the software.

The GoSign Desktop PRO response is direct and consists of a summary of the verification outcome.

You can select only some documents contained within a folder or all the documents present - and check them with a single operation. You can submit documents signed with different signing methods to the same verification process. It will be possible to move from one file to another by clicking the label relating to the file at the top.

By clicking on the *Open details* option, you can check the status of the verification and by selecting the eye icon, you can proceed to get more information about the signature, the signer and the certificate used to sign.

If you have selected a document signed in **PDF** mode (PAdES standard), you will get more information about the signature, the signatory and the certificate used to sign as well as the details of the PDF signature: reason, place of signature, possible contact of the signatory.

If I have selected a document signed in **XML** mode (XAdES standard), you will get more information about the signature, the signer and the certificate used to sign as well as the details of the XML signature: date of signature as per workstation.

GoSign Desktop


TUESDAY DEC 5, 2023

Check

You have requested the validation of 2 documents

2 Documents successfully validated 0 Unvalidated files


1.File01.pdf 2.File02.pdf



Have been validated 1 sign on the document File01.pdf

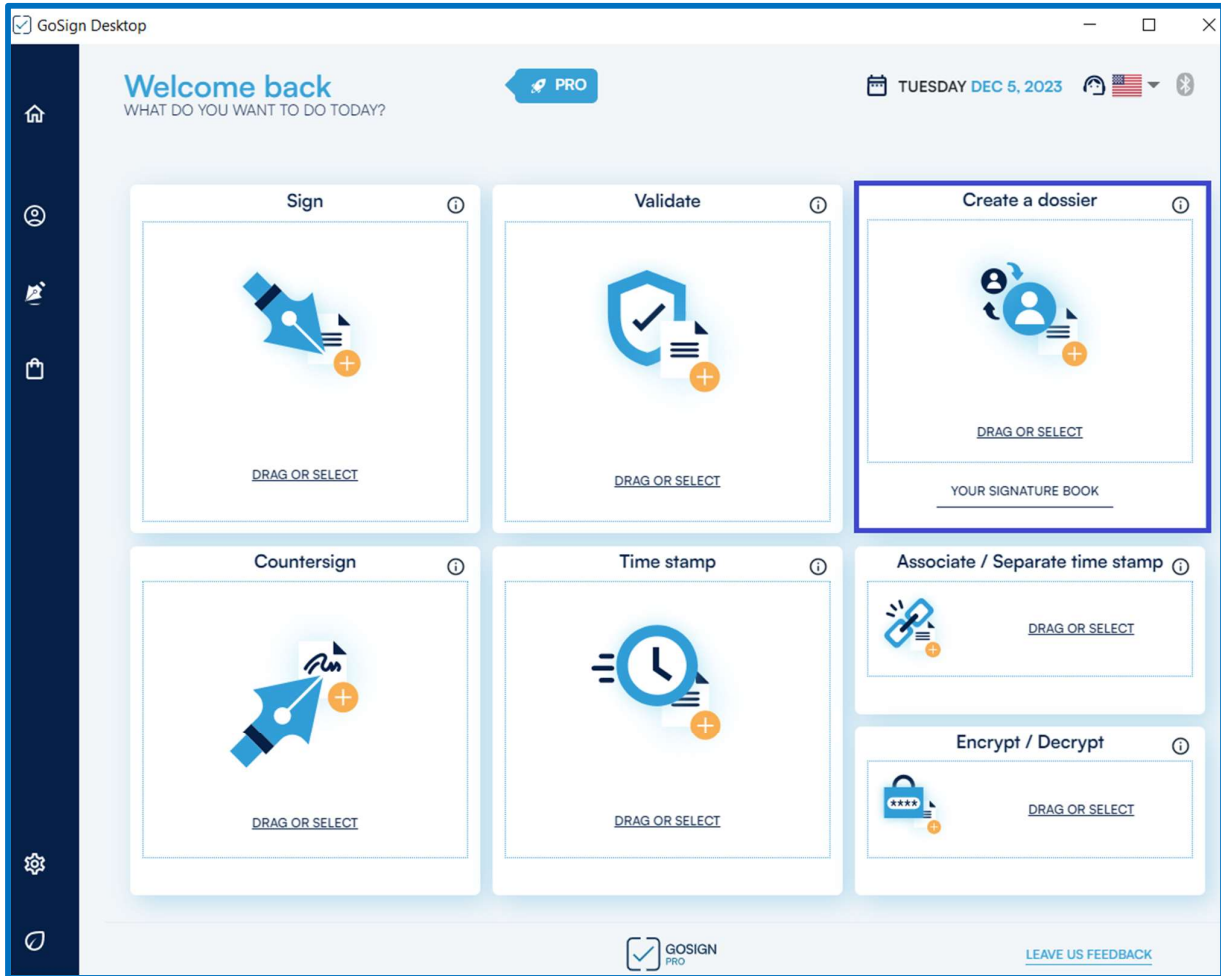
[OPEN FOLDER](#) [VIEW FILE](#) [REPORTS](#) [OPEN DETAILS](#) +

[Download all reports as a .zip archive](#)[VALIDATE ANOTHER FILE](#)[BACK TO HOME PAGE](#)

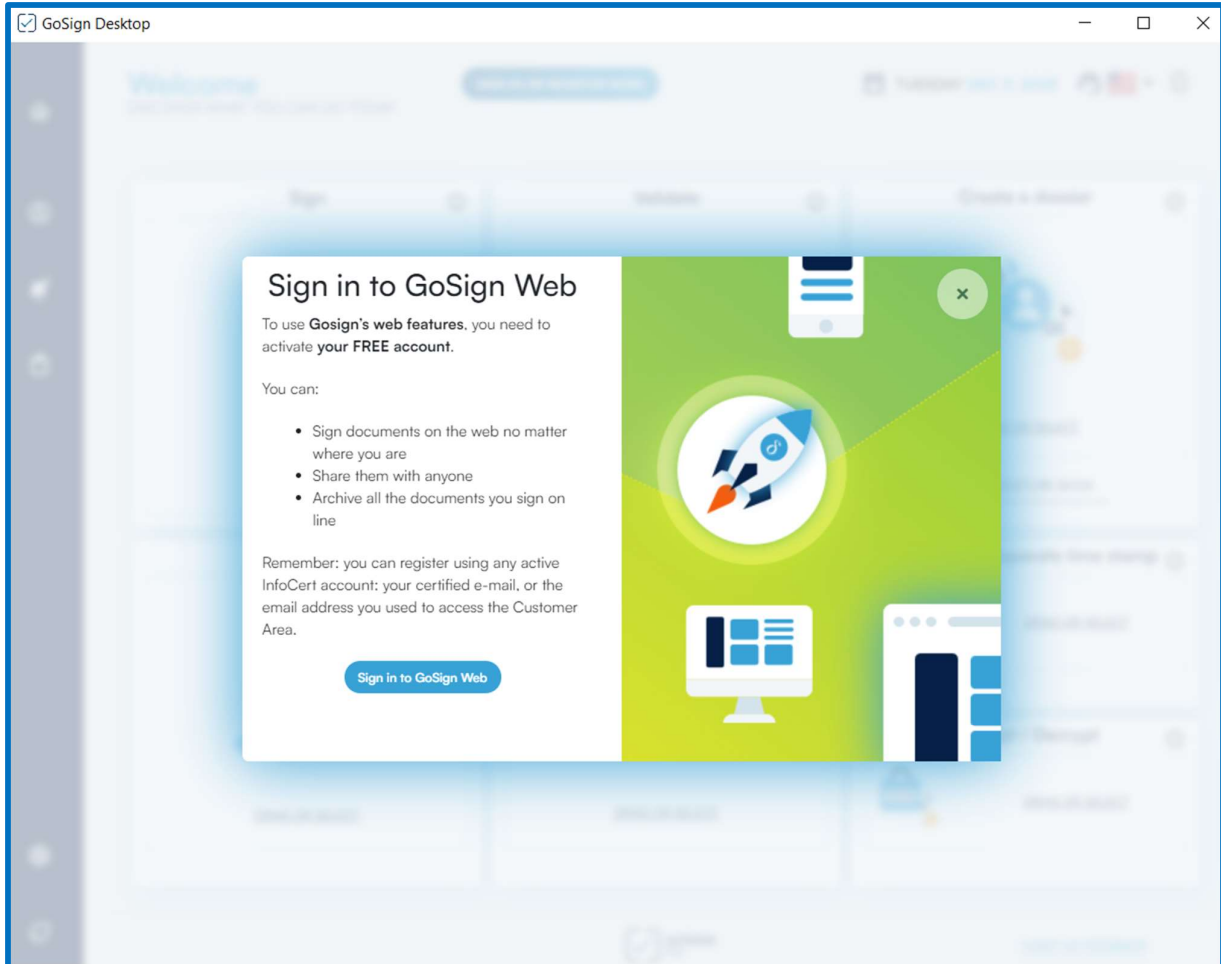
 [LEAVE US FEEDBACK](#)

Create a Dossier

The *Create a dossier* is a function offered to all users who have logged into GoSign Web.



By clicking on the section *Create a dossier* without having logged in, a popup will be displayed in which the user will be asked to log in to GoSign Web.



If you have already logged in to GoSign Web in the Free version, it is not possible to import a document on GoSign Desktop with the option "*Create a Dossier*" because this is only allowed to BUSINESS users.

Attiva GoSign Business

Per creare processi di firma, acquista la **Licenza Business**.

Potrai **creare veri e propri processi di firma** con tutti destinatari che vuoi nella firma e approvazione dei documenti.

Non c'è bisogno di stampare, spedire ed aspettare che le pratiche tornino firmate. Fai tutto online

Se hai una PEC puoi scegliere di **condividere i documenti direttamente via PEC** della nostra applicazione

[Scopri la licenza Business](#)

On GoSign Web

- *Account Free*

By clicking on the link *YOUR SIGNATURE BOOK*, you will be redirected to GoSign Web where you will be able to use some of the functions offered.

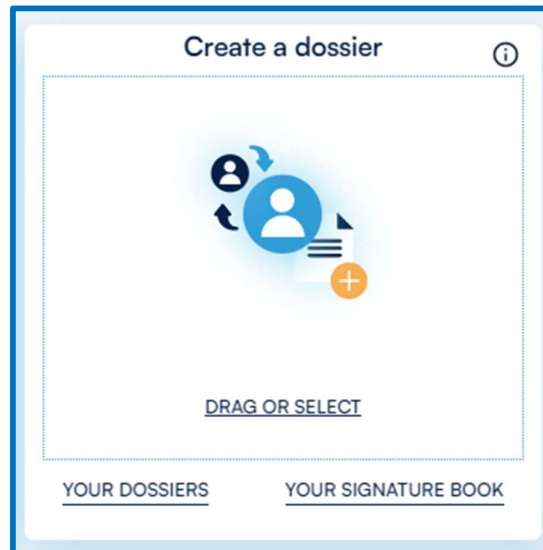
Create a dossier (i)

DRAG OR SELECT

YOUR SIGNATURE BOOK

- *Account Business*

By clicking on the link *YOUR SIGNATURE BOOK* or on the link *YOUR DOSSIERS* you will be redirected to GoSign Web where you will be able to use all the functions offered.

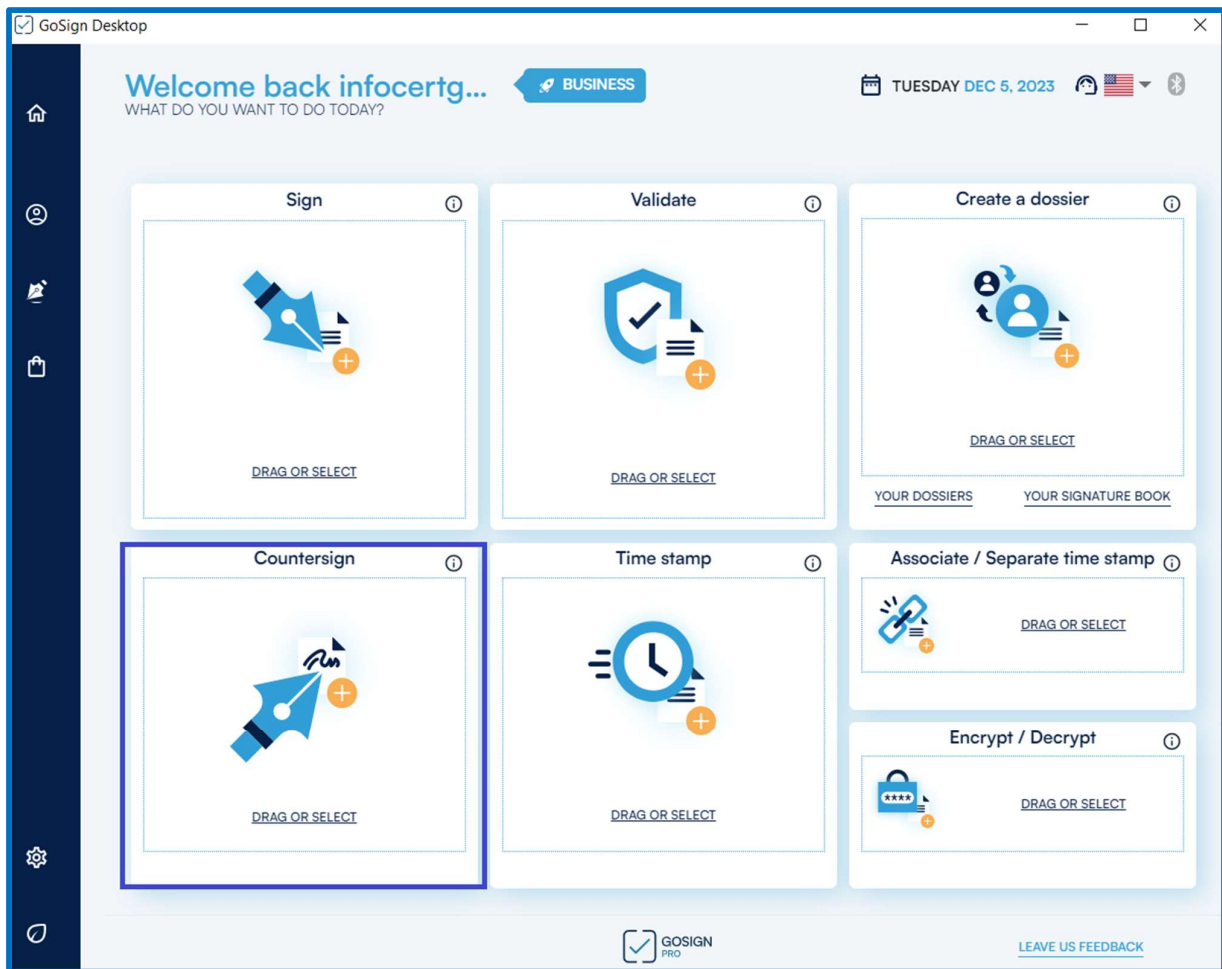


Countersign

The **Countersign** function (available in the PRO license) allows you to create a series of digital signatures linked to a document.

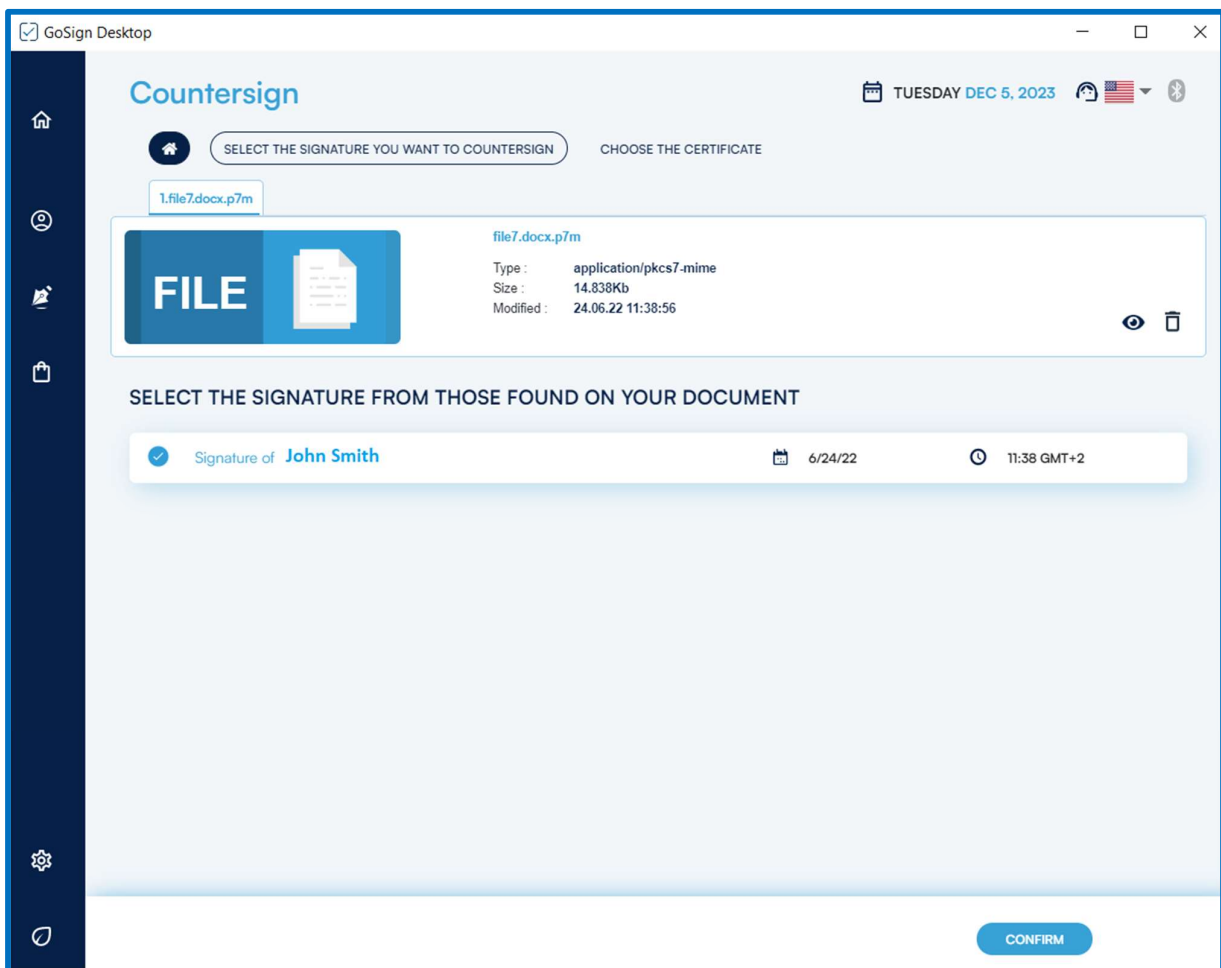
It allows you to select one or more documents to sign and recall them within the software by clicking on the section of the home page dedicated to the *Countersign* function.

The user who receives a digitally signed contract can countersign it, in order to keep track of the sequence and hierarchy of signatures affixed.



Subsequently, GoSign Desktop presents the details of the document (type, size, etc.) and, if necessary, the *Open Document* button (indicated by the eye icon) is available to display it as the Delete function (indicated by the trash can icon).

The list of all the signatures in the document is shown and gives the possibility to select the signatures that you want to countersign. Once selected, you can continue by clicking on the *CONFIRM* button.



- **Counter-signature with signature device**

After selecting the signature with device option (**Smart Card** or a **BusinessKey**), you can proceed with the countersigning of the document.

Enter the security PIN of the physical device in the field *Enter the device PIN* and select the device through the drop-down menu. If no device is detected, by clicking on the refresh icon, a signature device connected to the PC will be searched again and if the result is positive the name will be displayed in the menu.

By default, GoSign Desktop PRO proposes, the overwriting of the original file, thus being replaced by the signed document. If you choose to overwrite the original document, you will be asked to confirm the operation. Otherwise, through the *Browse* button, it will be possible to change the destination of the signed document with the possibility of renaming it.

Once the destination of the document has been chosen by clicking on the *OK* button, the document overwriting process will be completed.

GoSign Desktop

TUESDAY DEC 5, 2023

Countersign

SELECT THE SIGNATURE YOU WANT TO COUNTERSIGN | CHOOSE THE CERTIFICATE

WHICH CERTIFICATE DO YOU WANT TO USE TO SIGN?

Signature with device | Remote signature | Sign with P12 certificate

Enter the device PIN

SC/BK of: bit4id keyfour Lite 0 | 2023... |

WHERE DO YOU WANT TO SAVE YOUR FILE? ⓘ

On your computer

C:\Users\ |

Save this path as a default folder

I want to delete the original document after signing

Countersign with a remote certificate

After selecting the remote signature option, you can proceed with the countersigning of the document by choosing the signature account and typing the PIN, the OTP and confirming the operation.

From the drop-down menu on the left, you can select the account you want to use for the remote signature. In the drop-down menu on the right, however, the authentication method must be chosen, the options are:

- Receive SMS --> this method is possible when your mobile number is associated at the time of issuing the remote signature certificate, an OTP code will be sent via SMS which will be requested after the remote signature PIN has been entered.
- Notification in the App- -> a notification will be sent to the app, once the app is clicked, the PIN relating to the app will be requested and the remote signature PIN is requested to confirm the signing process
- Scan QR Code --> a QR Code is shown on the screen that must be scanned via the App, and its correct detection authorizes the signature
- Generate OTP--> The screen asks you to enter the remote signature PIN. Then go to the OTP section of the app, enter the PIN relating to the app, an OTP code will be displayed.

The authentication methods are possible through MyInfoCert smartphone app, which will be configured with the credentials related to the remote signature.

The screenshot shows the GoSign Desktop application window. The title bar reads "GoSign Desktop". The main heading is "Countersign". In the top right corner, the date is "TUESDAY DEC 5, 2023" and there are icons for user profile, language (USA), and help. Below the heading, there are two buttons: "SELECT THE SIGNATURE YOU WANT TO COUNTERSIGN" and "CHOOSE THE CERTIFICATE".

The main section is titled "WHICH CERTIFICATE DO YOU WANT TO USE TO SIGN?". It contains three buttons: "Signature with device", "Remote signature" (which is selected and highlighted in blue), and "Sign with P12 certificate".

Under the "Remote signature" button, there is a "Remote Signature" section. It includes a "Select a certificate" dropdown menu with the text "Remote signature of: John Smith" and a refresh icon. Below this is a link: "USE ANOTHER REMOTE SIGNATURE ACCOUNT". To the right, there is a "Receive text messages" section with a mobile phone icon and a "USE ANOTHER AUTHENTICATION METHOD" dropdown menu.

The next section is "WHERE DO YOU WANT TO SAVE YOUR FILE?". It has a sub-section "On your computer" with a file path "C:\Users" and a "BROWSE" button. Below this is a checkbox "Save this path as a default folder" which is checked.

At the bottom of the window, there is a checkbox "I want to delete the original document after signing" which is checked, and a "Countersign" button.

Countersignature with Qualified Electronic Seal

If you want to use a Qualified Electronic Seal to carry out the countersignature, after selecting the remote signature certificate option you can proceed with the countersignature of the document by choosing the qualified Electronic Seal account with which to sign.

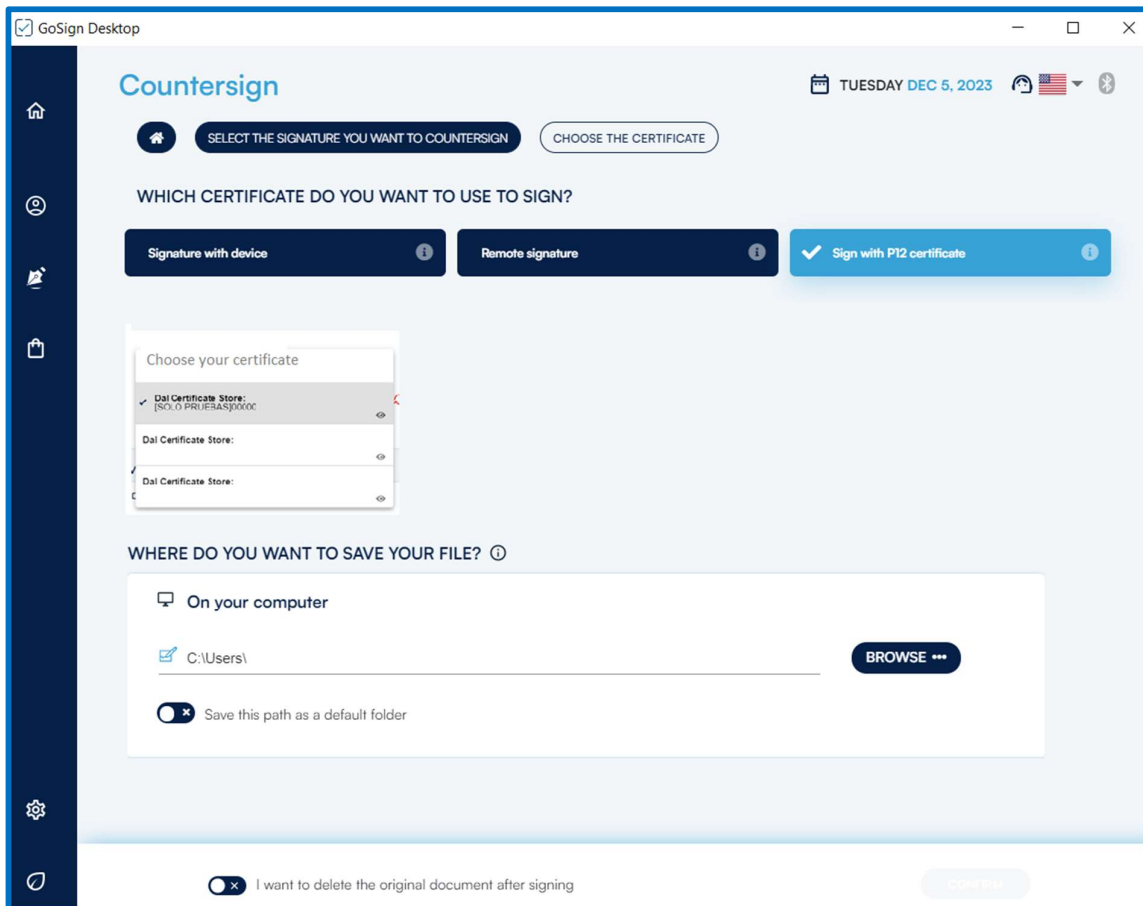
Like the other modes, GoSign Desktop proposes a possible path in the save target field, which coincides with the overwriting of the original document thus being replaced by the signed document. Clicking on Confirm will prompt you, through a popup window, for the password for the certificate.

Countersign with a software certificate

After selecting the software certificate option, you can proceed with the countersigning of the document.

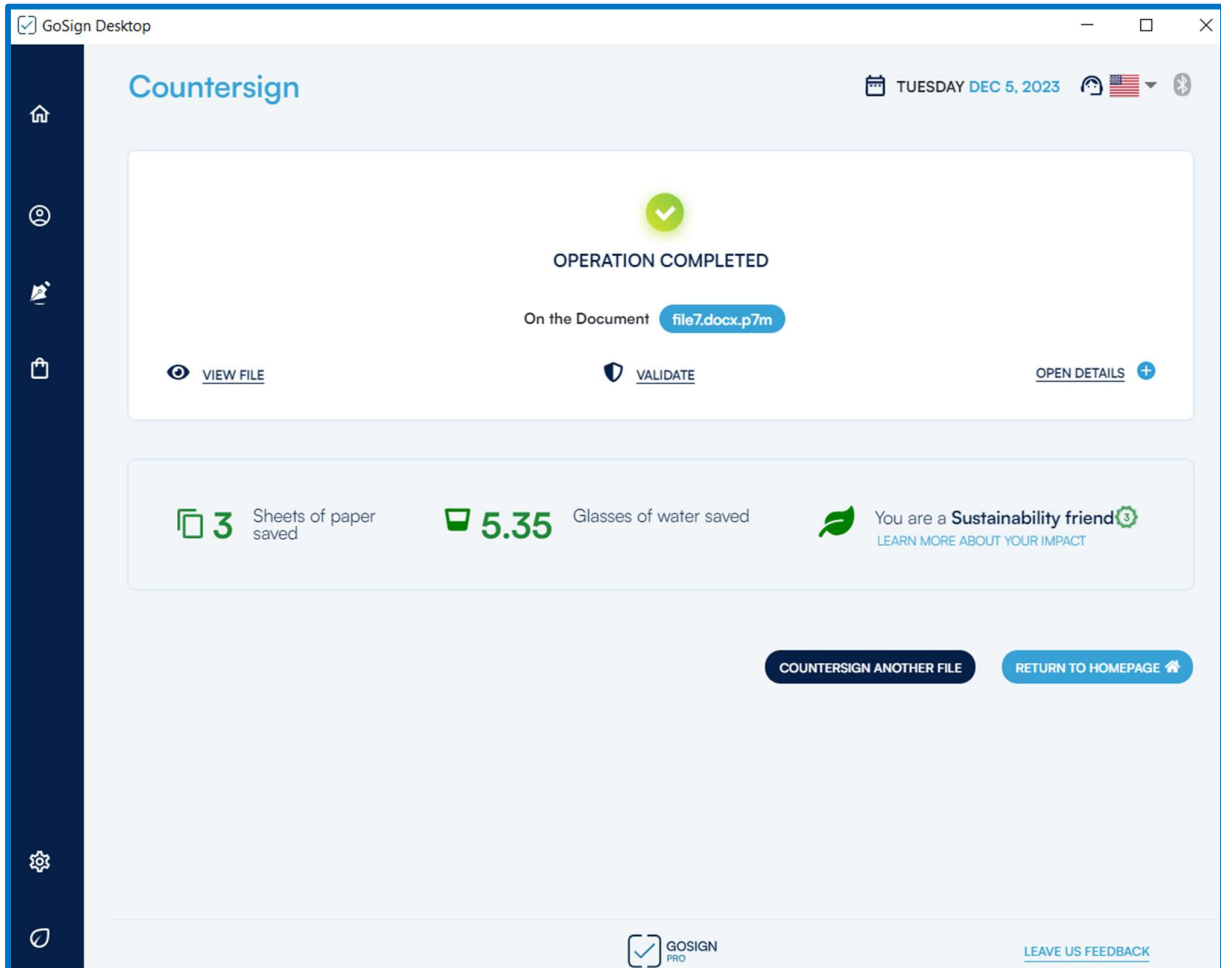
After the drop-down menu, you will choose the P12 certificate (if not already configured) by clicking on the *Signatures and Certificates* section and there you can add a software signature certificate you want to use for signing the document.

Like the other modalities, GoSign Desktop proposes as default the overwriting of the original document, thus being replaced by the signed document. By clicking on *Confirm*, the password related to the certificate will be requested via a popup window.



Confirmation of the counter-signature

GoSign Desktop will confirm the successful completion of the countersigning process on the last screen. You can view the type of signature and which certificate was used. If necessary, through the *view file* function, you can open the signed document.



Associate/Separate Time Stamp

ASSOCIATE/SEPARATE is a function provided by GoSign Desktop Pro version and allows both to associate a timestamp previously produced in detached mode to the loaded document, and to separate a timestamp from the document it is associated with.

Upload document

By clicking on the *Associate/Separate* function, available on the home page, allows you to select the document from which you want to extract the time stamp or apply one.

Once the document has been loaded, the details of the document (type, size, etc.) are visible and if necessary, you can *Open* the document by clicking on the eye icon and the *Delete* it, by clicking on the trash icon.

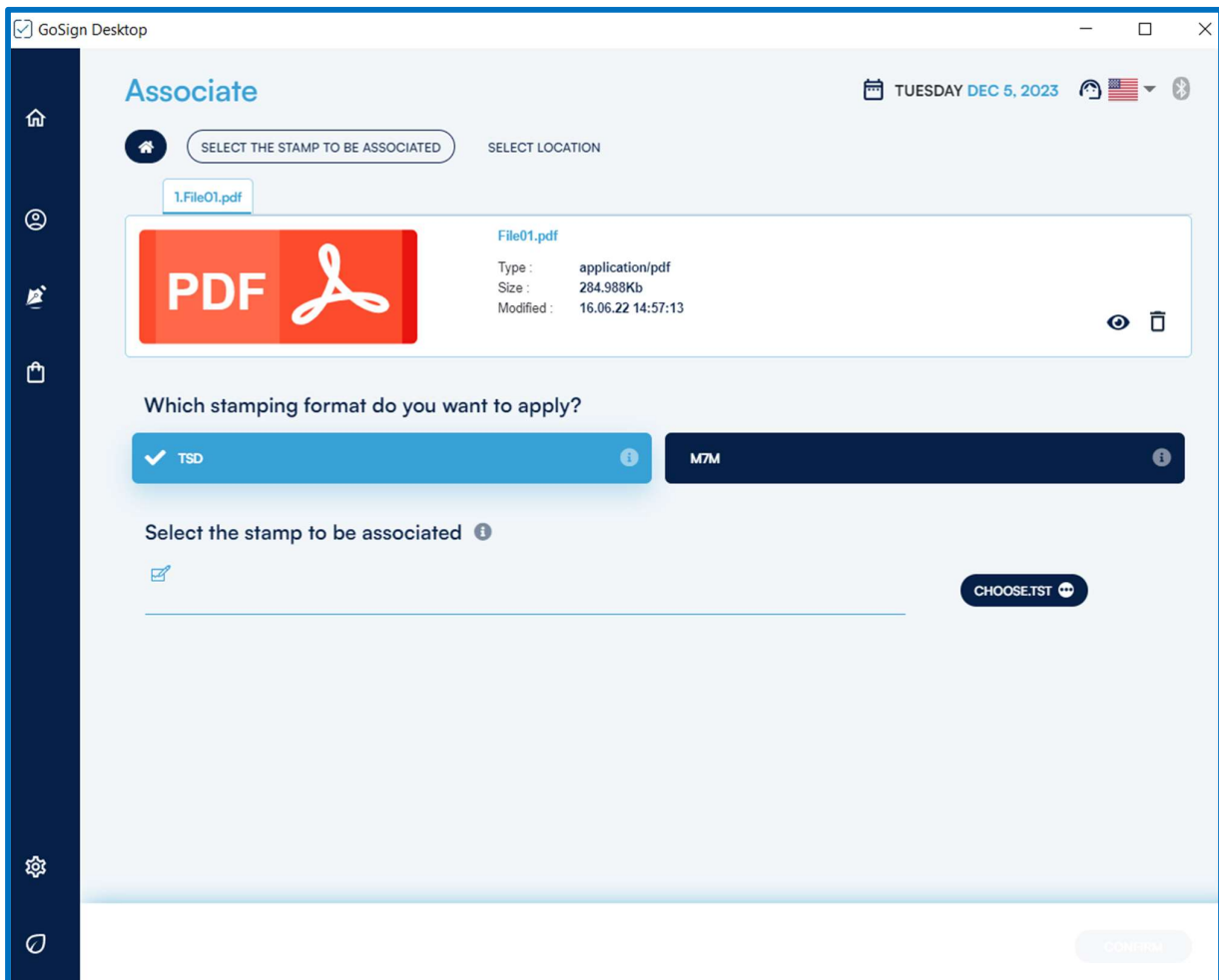
1.9 Associate

By choosing *Associate timestamp* (available with the PRO license), it is possible to associate a timestamp to a digitally signed file at a different time, still obtaining a single file that can have different file formats depending on the needs.

If a document to which no brand is associated is loaded, in addition to displaying all the information relating to the document, the time stamps formats are visible at the bottom of the screen:

- **.Tsd** format. With this format, pressing the select **TSD** button will allow you to search in the files on the device only the time stamps with that extension.
- Format **.m7m**. With this format, pressing the select **M7M** button will allow you to search in the files on the device only the time stamps with that extension.

Once chosen, by clicking on the CONFIRM button, you will be redirected to the final page of the association process where you will need to set where to save the time-stamped document, as always by default the folder in which the original document is present is set and based on the type of time stamp selected will return a document with the extension .m7m or .tsd.



1.10 Separate

The Separate Time Stamp function, on the other hand, allows you to separate, starting from a file in .tsd or .m7m format (available with PRO license), the original time stamp file.

In this case, a folder is generated that contains:

- The original document with its original extension, where the time stamp was applied;
- The timestamp in .m7m or .tsd format;
- The virtual envelope (if the file is signed).

By default, the user folder is set as the destination, but using the Browse button you can decide on any other folder.

If the operation is successful, a message indicating the successful association will be displayed on the final screen. You can also view the newly generated document.

Encrypt/Decrypt

If you need to create documents that are accessible only through specific authorizations or to read documents that are encrypted by the recipients, GoSign Desktop provides the user with the *ENCRYPT/DECRYPT* function. Use encryption to perform a digital signature ensuring the confidentiality, authenticity and non-repudiation of your documents.

Through encryption you can protect your files with an access password, being able to choose different types of "keys" to encrypt your document.

- Symmetric encryption / decryption in AES, CBC, PKCS5, Padding format.

With the PRO license, you can also use more complex encryption and protection algorithms:

- Symmetric encryption/decryption through an editable algorithm, in AES-3DES-BF format
- Asymmetric encryption / decryption using certificates on your device
- Asymmetric encryption / decryption with software encryption from .p12 files

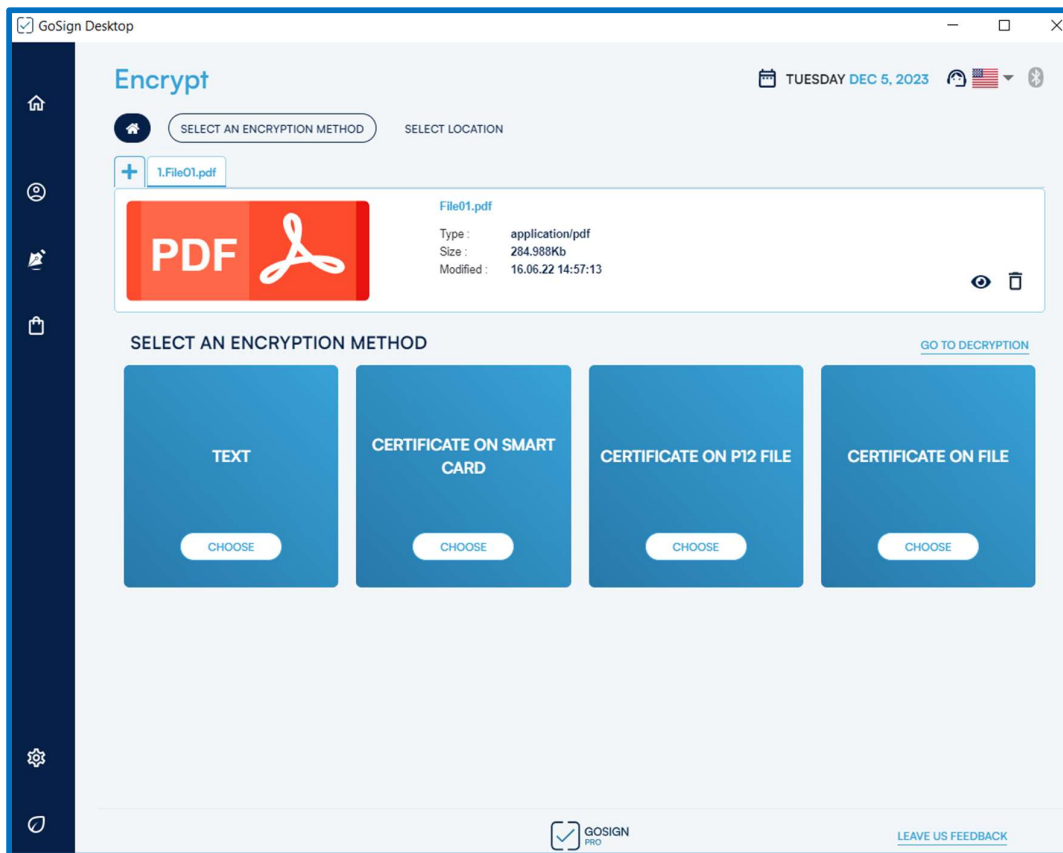
Upload document

The ***Encrypt/Decrypt*** function allows you to select one or more documents (the ability to sign multiple documents at the same time is only possible in the PRO version) to be signed and recalled within the software by clicking on the section of the home page dedicated to the *Encrypt/Decrypt* function. GoSign Desktop, once the document has been loaded, presents the details of the document (type, size, etc.); you can *Open* the document through the eye icon and the *Delete* it through the trash icon.

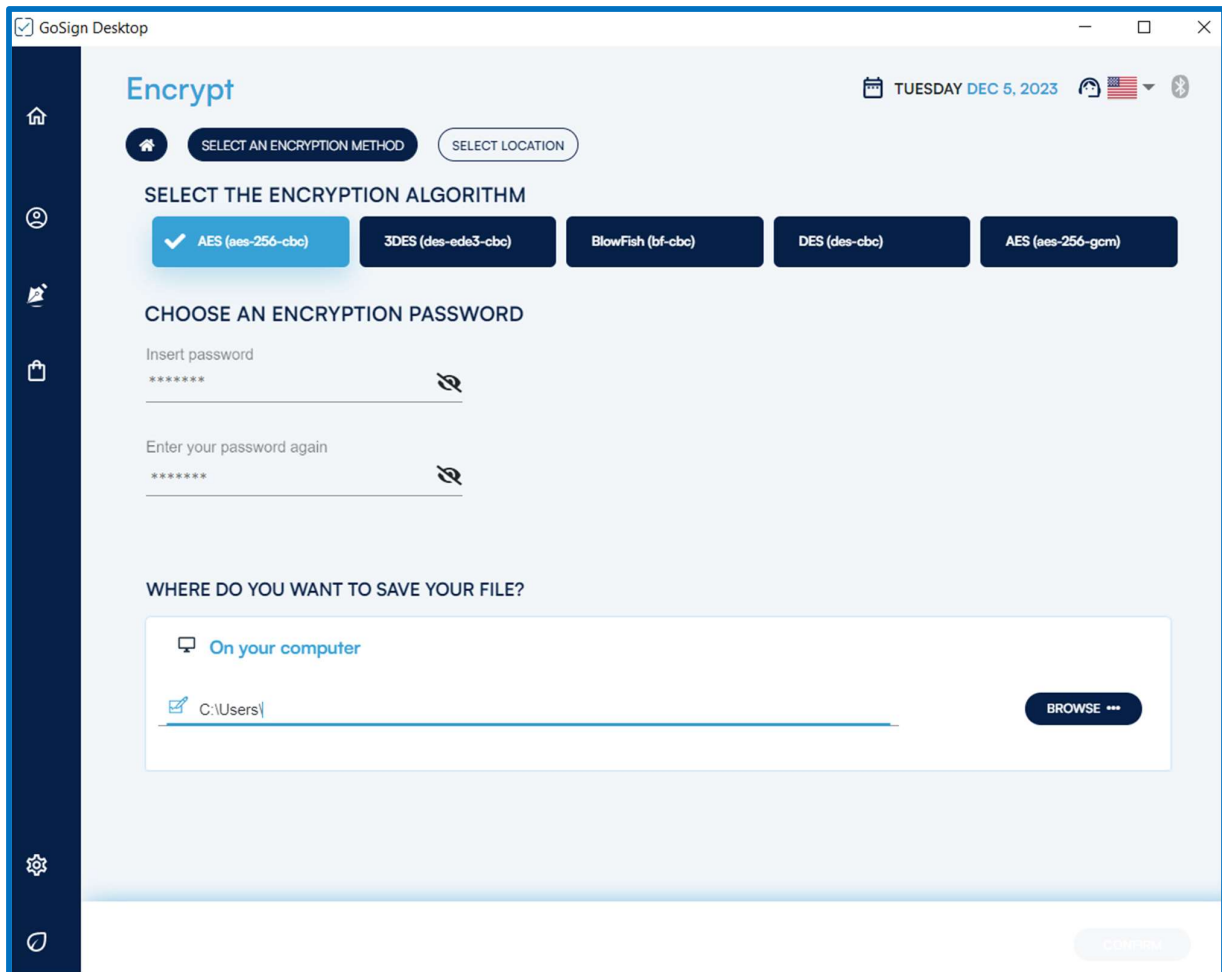
1.11 Encryption Methods

In the lower part of the screen, all the document encryption methods are listed. You can choose between:

- Text --> The user will have to choose between some encryption algorithms in order to set a password that will allow him to open and view the file.



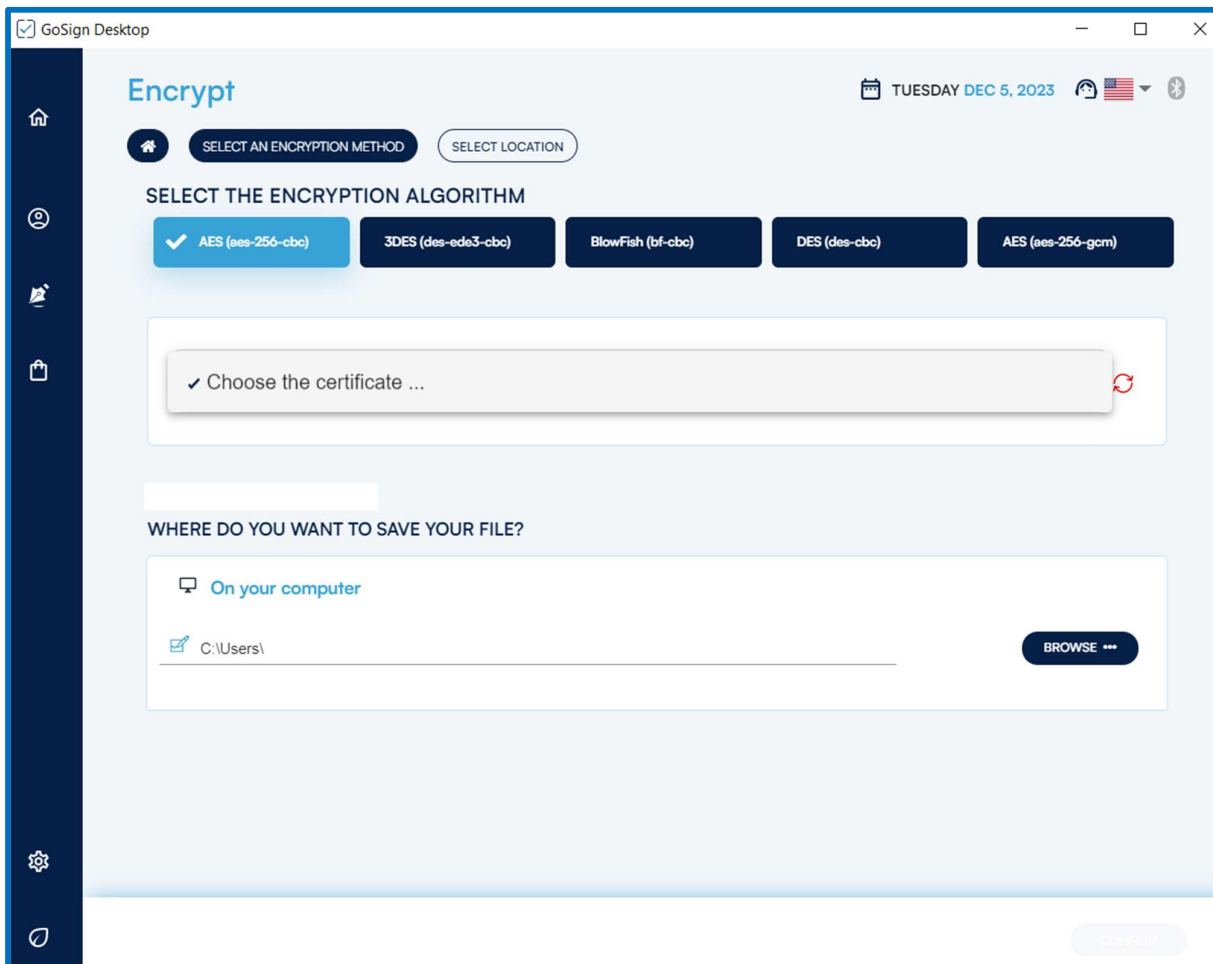
No minimum criteria are imposed on the choice of the password (neither as regards the number of characters, nor the presence of numbers or special symbols). Once the password has been decided, click on the *CONFIRM* button to continue with the function.



- **Certificate on Smart Card**--> Before choosing this method, it is recommended to connect the device to the computer. If it is not yet detected, clicking on *RETRY* will search for the device again.

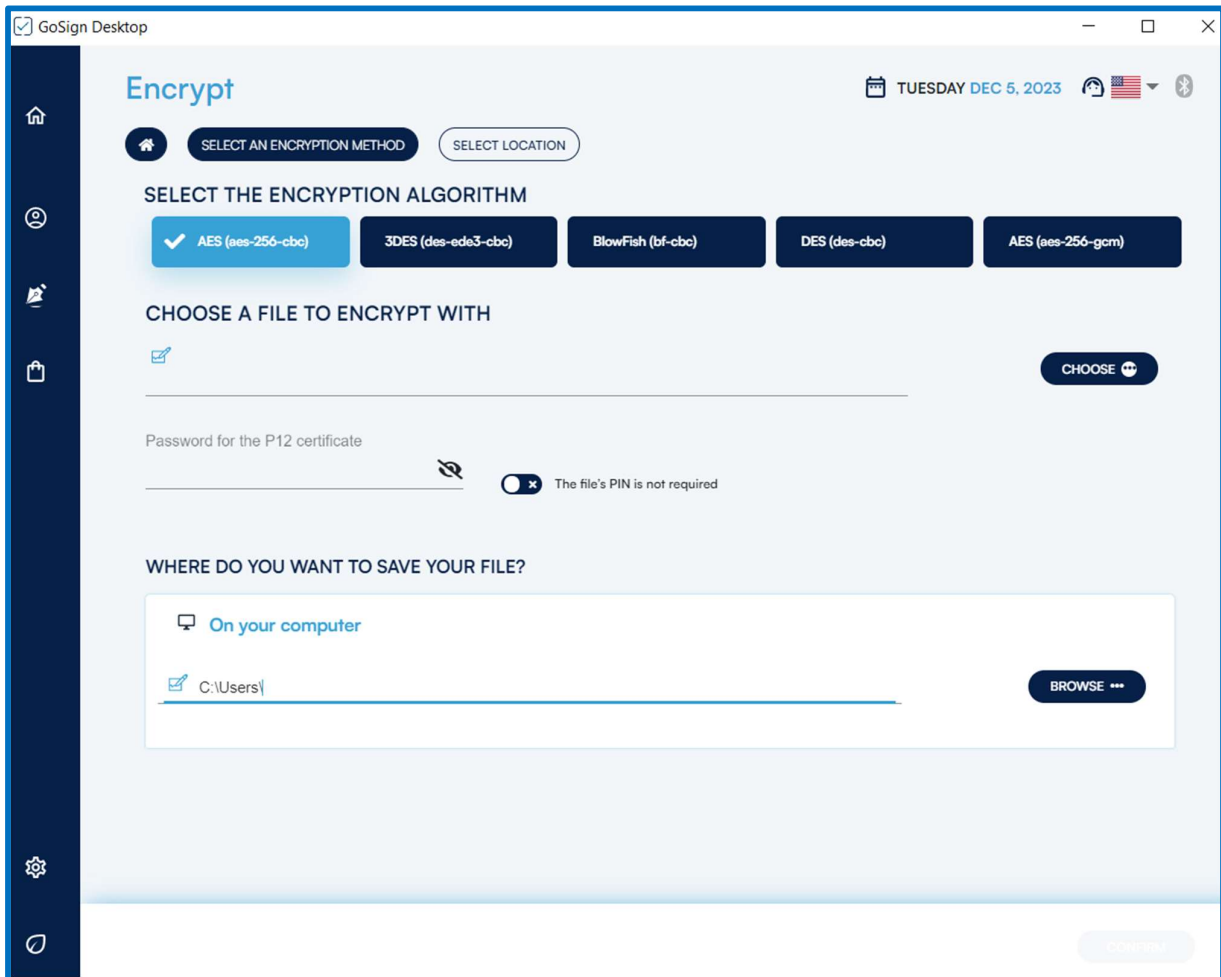
Once the smart card has been detected, to complete the process it is necessary to choose the certificate, enter the device PIN and click on the *CONFIRM* button.

It is possible to choose the encryption algorithm among those present (respectively AES, 3DES, BlowFish, DES, AES_GCM).

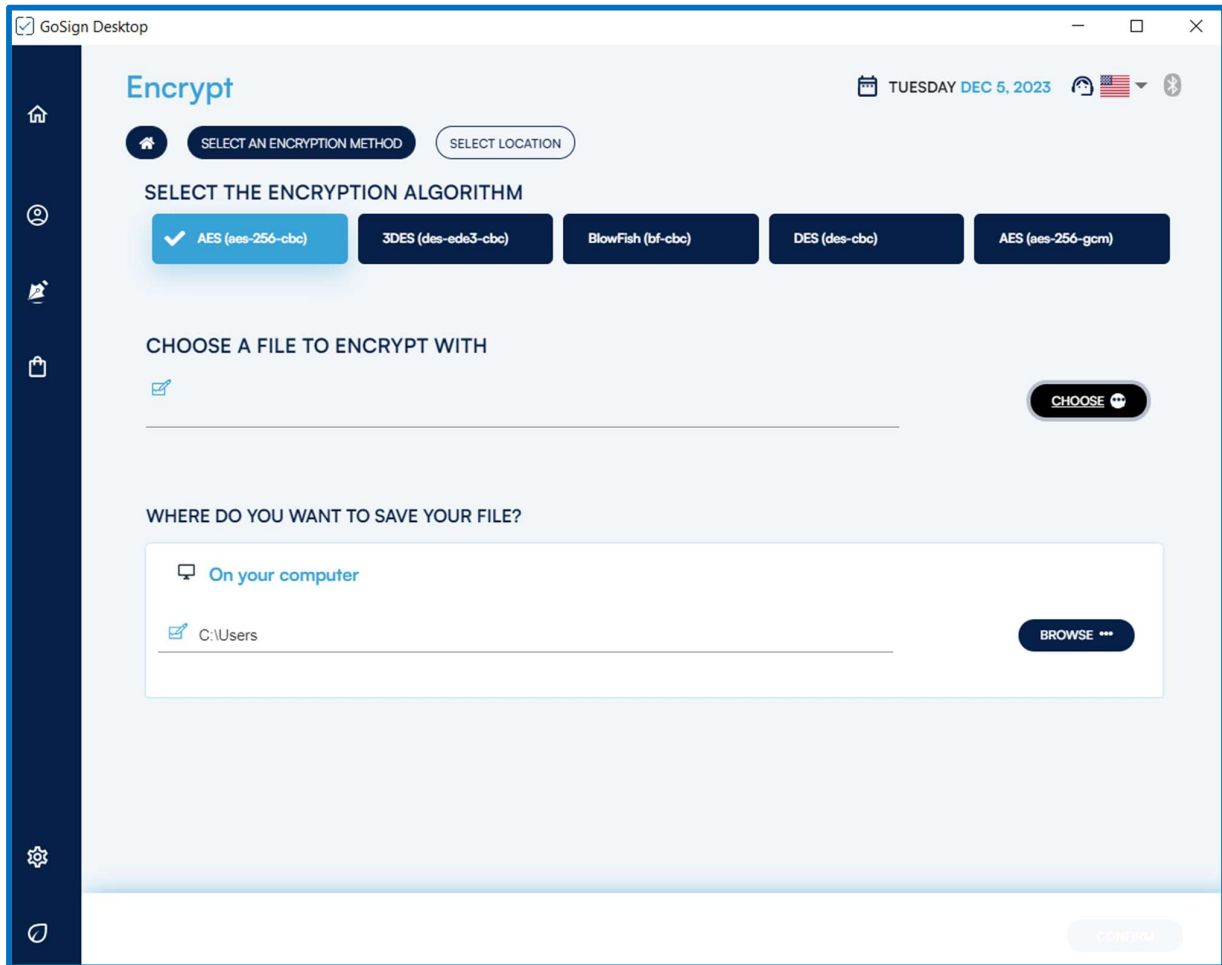


- **Certified on File P12** --> It is possible to choose the encryption algorithm among those present (respectively AES, 3DES, BlowFish, DES, AES_GCM), choose the file to encrypt, and save it on the computer.

By clicking on the *BROWSE* button it will be possible to load the .p12 files. Once uploaded, the certificate password will be requested, and then just click on the *CONFIRM* button to continue.

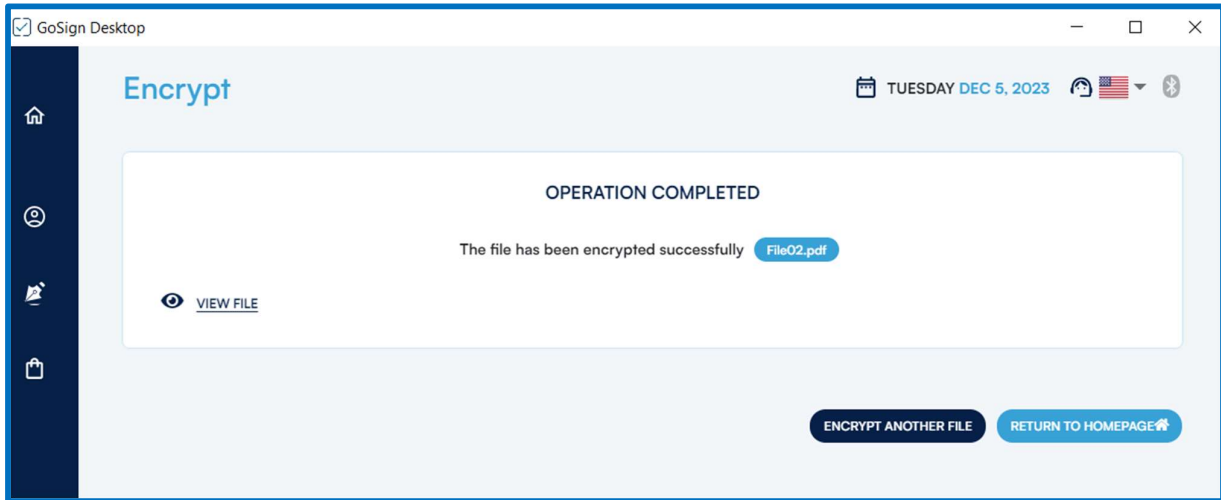


- **Certificate on File** --> It is possible to choose the encryption algorithm among those present (respectively AES, 3DES, BlowFish, DES, AES_GCM), choose the file to encrypt and save it. As with the previous methodology, you will have to upload through the *CHOOSE* button the certificate you want to use (if it were a .p12 file you would return to the previous mode).



Confirmation of Encryption

Once you have clicked on the CONFIRM button, GoSign Desktop PRO will show on the screen whether the process was successful or not.



1.12 Decryption

Once the document encrypted with one of the technologies supported by GoSign Desktop has been imported, it will be possible to decrypt it by entering the correct password.

