



DGTAX HOW-TO





DIGITAL SIGNATURE OF A DOCUMENT WITH OUR E-SIGNATURE TOOL

DOWNLOAD “NAMIRIAL OTP” APP

Using the “Namirial OTP App”, it is possible to generate the OTP (“One Time Password”) codes needed to use the Remote Digital Signature service.

The Namirial OTP App is compatible with the most popular mobile devices (smartphones and tablets) using the Operating Systems:

iOS 9 or later versions	Android 4.3 or later versions
	

DOWNLOAD “NAMIRIAL SIGN” APP

Download and install the app on your device (Windows or macOS) via the following links, or follow the online link:

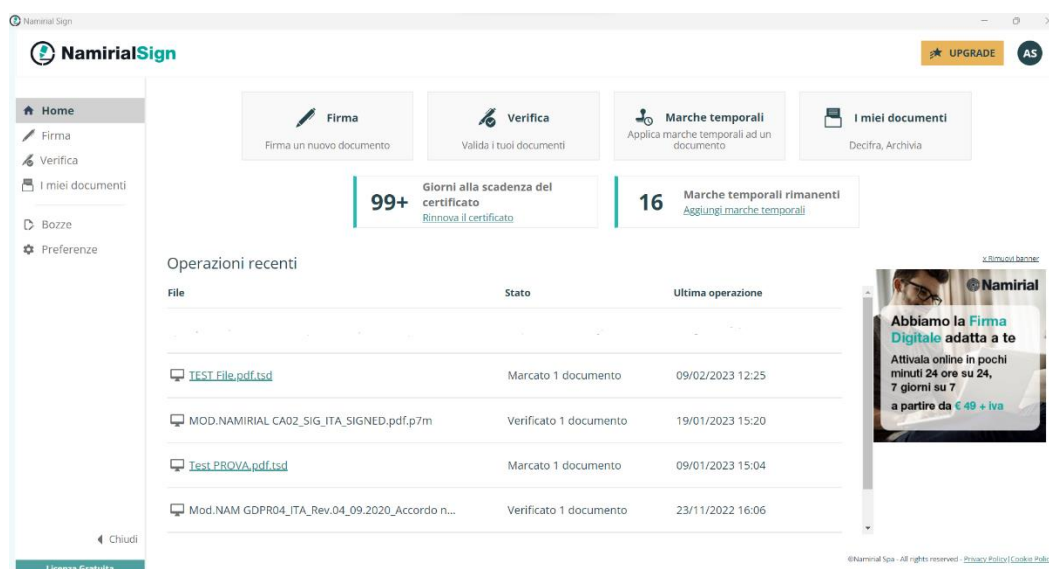
- Mac OS: <https://sign-be.namirial.app/download/macOS>

- Windows: <https://sign-be.namirial.app/download/windows>
- Web version: <https://sign.namirial.app/>

Once installed, launch the application.

Upon opening, create a “My Namirial” account or, if you already have one, log in with your credentials.

Upon logging in, the Home screen will be displayed.



The functions available through the app are:

- **Firma** (Sign): sign a document with your signature device (remote or physical) in CadES or PadES format.
- **Verifica** (Verify): verify a digitally signed document and, if necessary, validate your signatures on the document.

- **I miei documenti** (My Documents): decrypt and encrypted document or archive documents.
- **Bozze** (Drafts): resume and complete signature projects initiated previously.
- **Preferenze** (Preferences): change the preferences of the app, e.g. change the license via the "Upgrade" button, change the language, get the overview of certificates or time stamps.

SIGNING DOCUMENTS

To proceed with signing a document

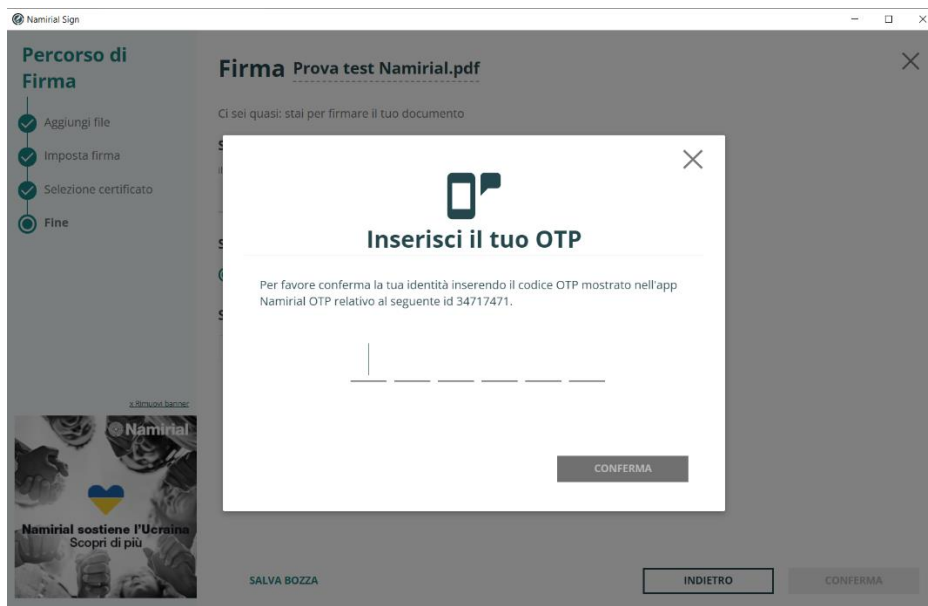
1. click on "**Firma**" (Sign) from the menu on the left side of the Home screen.
2. Drag the document to be signed to the appropriate box or upload it using the "**Upload**" button.
3. Click "**Avanti**" (Next) to continue.
4. Set the signature type with which you want to sign the document:
 - CadES, to generate a file in .p7m format (used for all file types – STANDARD AND MOST VERSATILE, EVEN FOR PDF or XML FILES)
 - XAdES, to generate a file in .xml format (used only for XML files)
 - PAdES, to generate a file in .pdf format (used only for PDF files)

Unless otherwise required, please use the CadES signature type.

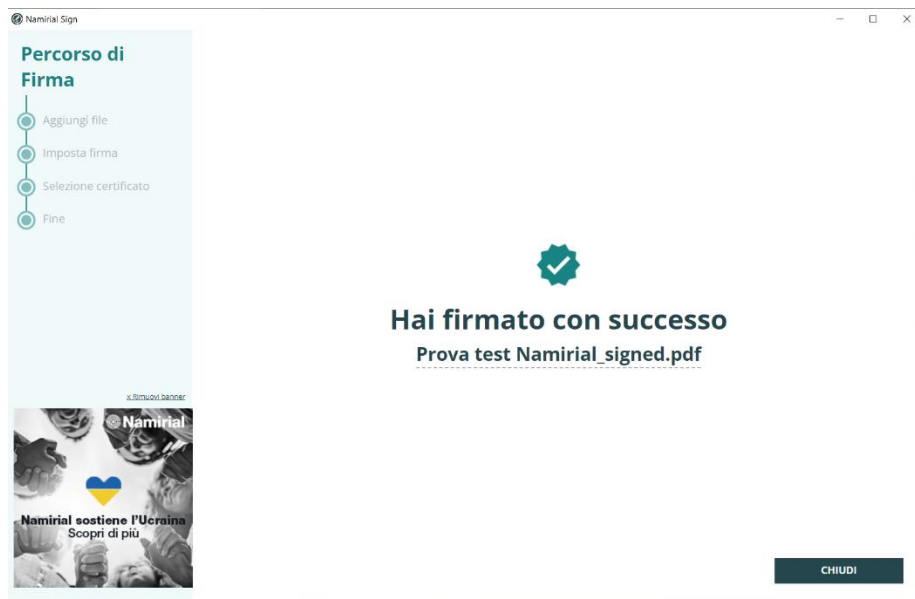
5. Select the remote signature certificate to be used to sign the document Username and click on "**Recupera**" (Retrieve).



6. After selecting the certificate, enter the pin associated with it and select the folder in which the signed file will be saved.
7. Click on "**Conferma**" (Confirm).
8. Open the Namirial OTP app on your smartphone and enter the code generated by the app in the appropriate spaces.
9. Click on "**Conferma**" (Confirm).



10. Wait for the process to be finalized.



11. Repeat as many times as necessary.

FOR MORE INFORMATION PLEASE CONTACT

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