livesign

How to complete and sign your documents with livesign
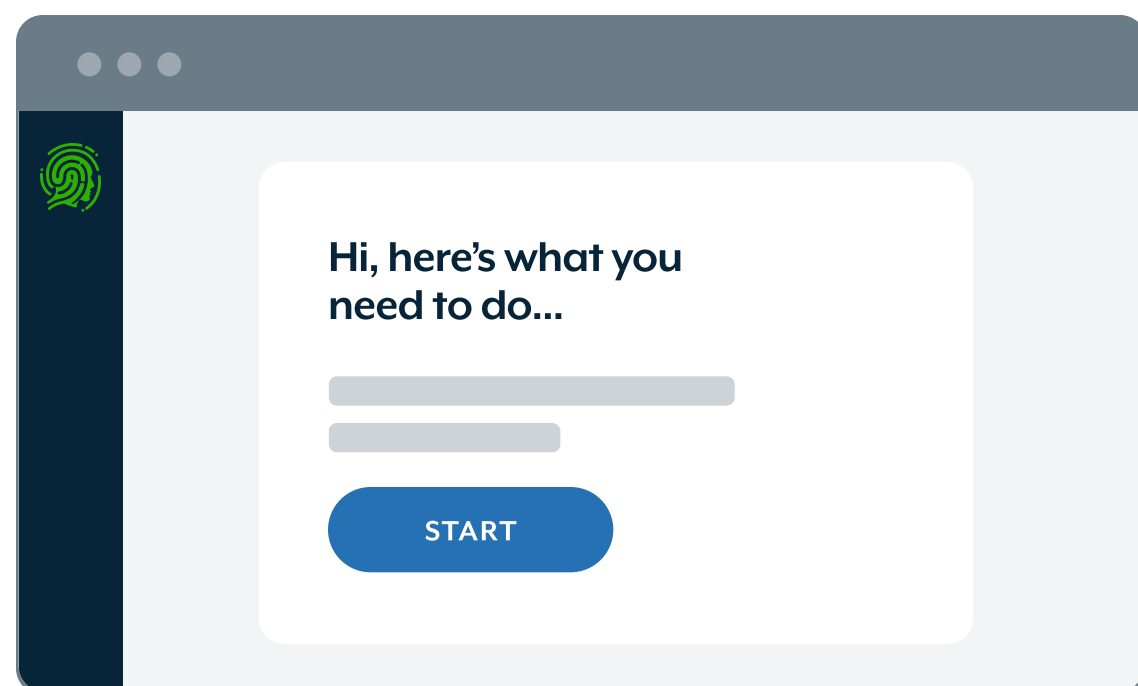
How to complete livesign

You have been sent a document to complete and sign online. Completing livesign document signing and Verification of Identity is quick and easy by following the following steps.

You have received a transaction on livesign
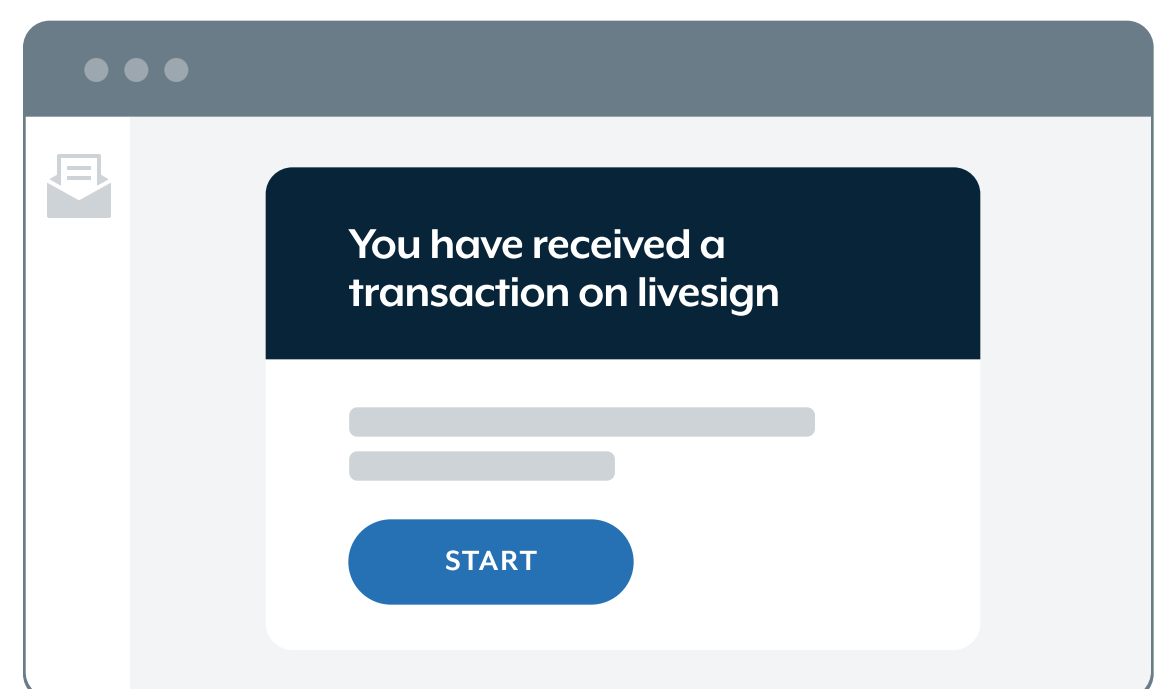
START

1. Find your email or TXT

To start, click on the link found in either the email or TXT message you were sent from livesign.

Hi John. You've been sent a transaction to review and digitally sign. The livesign Team

Hi, here's what you need to do...

START

2. Get started

There is no need to sign in with livesign. You will land directly on the first page of the document signing process.

3. Read every page

You will be presented with the document you are required to complete. It's important you read and understand all the pages before continuing.
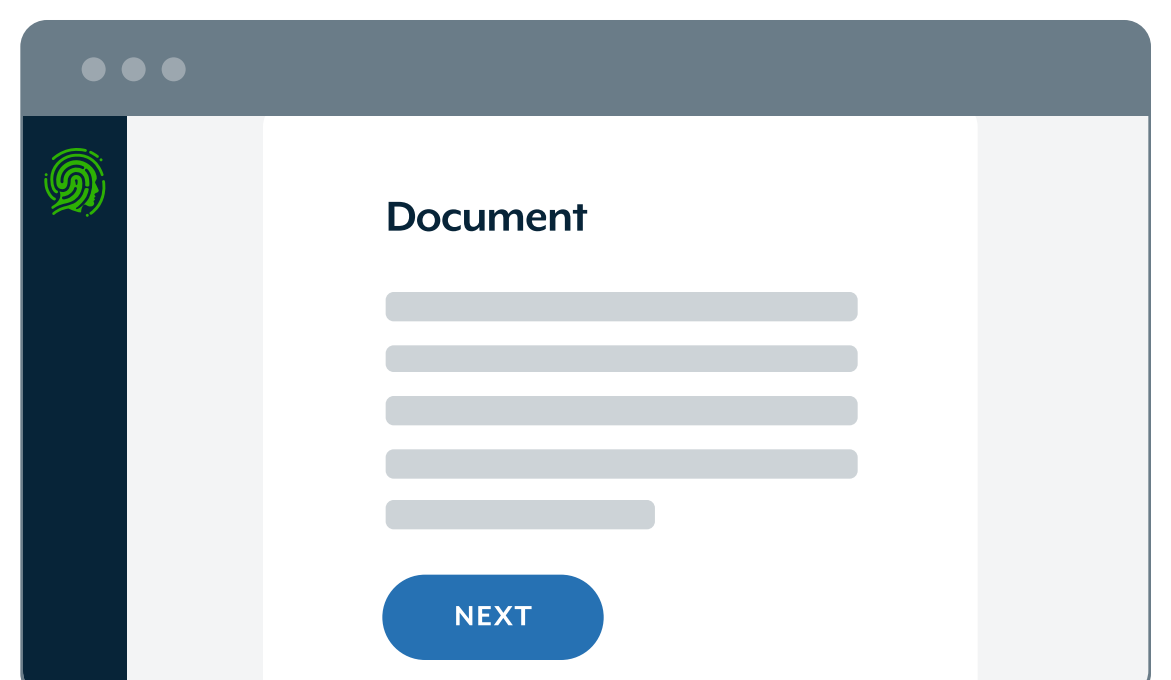
Once you get to the last page, you can then go ahead and sign.
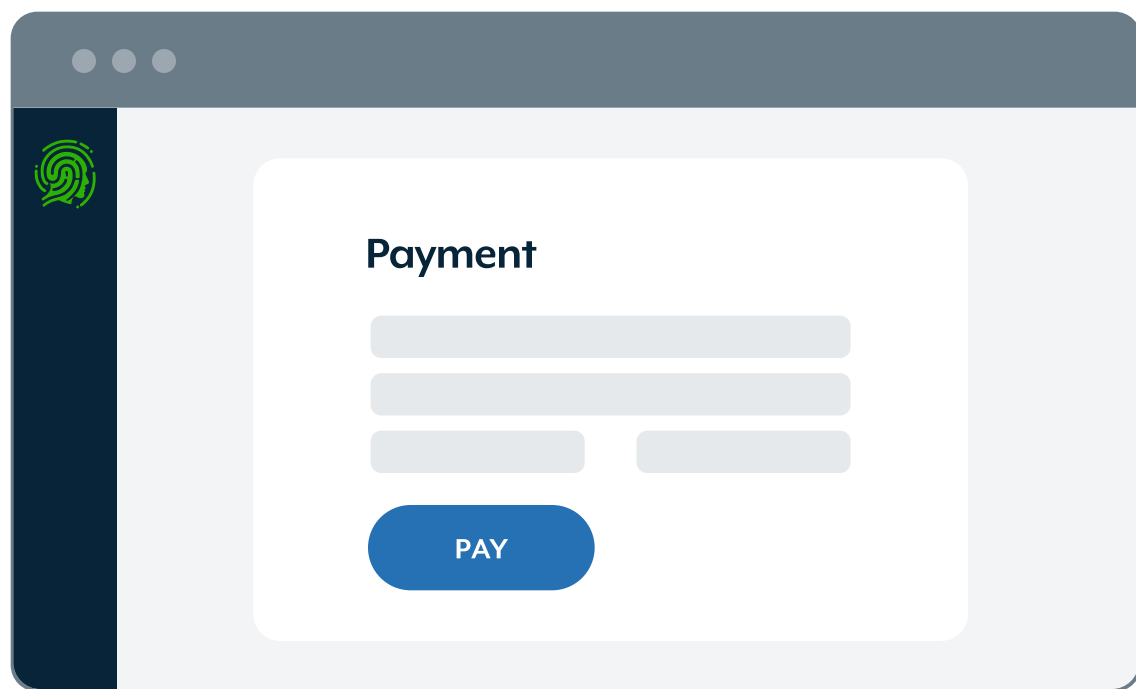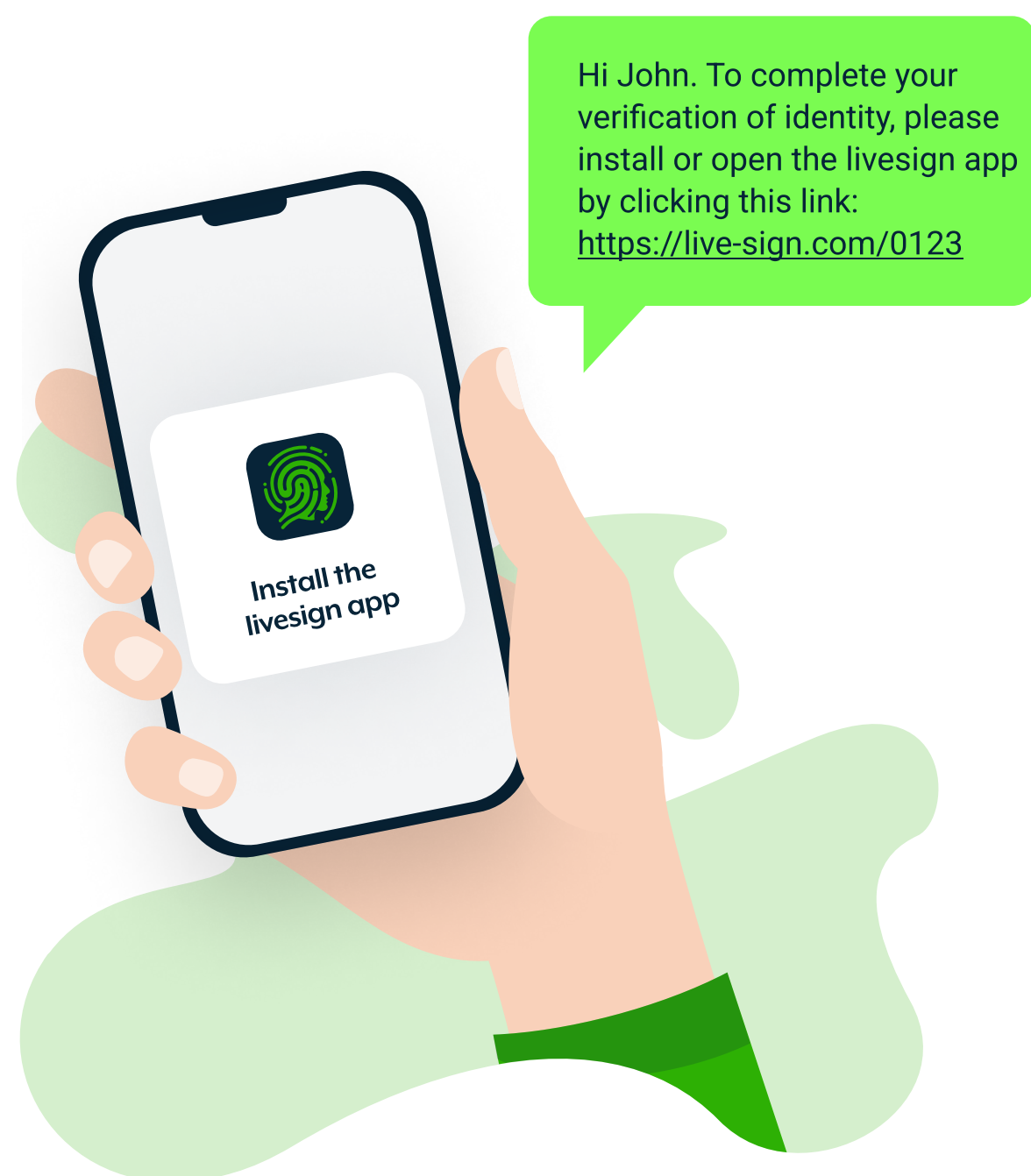
Document

NEXT

4. Payment

If the sender has selected for you to pay for the transaction you will be asked to enter your Credit Card details into our secure payment platform.

This is a one-off payment and we do not store your card details. A receipt will be emailed to you immediately.

5. Verify your identity

If you've been using a desktop computer so far the next step is to switch to your smart phone in order to verify your identity. You will receive a second TXT message at this point from which to continue.

If you are already on your phone then simply follow the prompts.

You will also need a modern smart phone and two identity documents such as a passport and drivers licence.

Hi John. To complete your verification of identity, please install or open the livesign app by clicking this link: https://live-sign.com/0123

Install the livesign app

Install and open the livesign app

Open the livesign app once it's installed. The first thing you wil be asked to do is enter the phone number of the device being used so we can identify you.

Get started

Next you will be asked to confirm your current name and check the spelling. This must be precise in order to identify you successfully.

Select a primary ID

Select a form of photo ID to use as your primary document and complete the steps that follow.
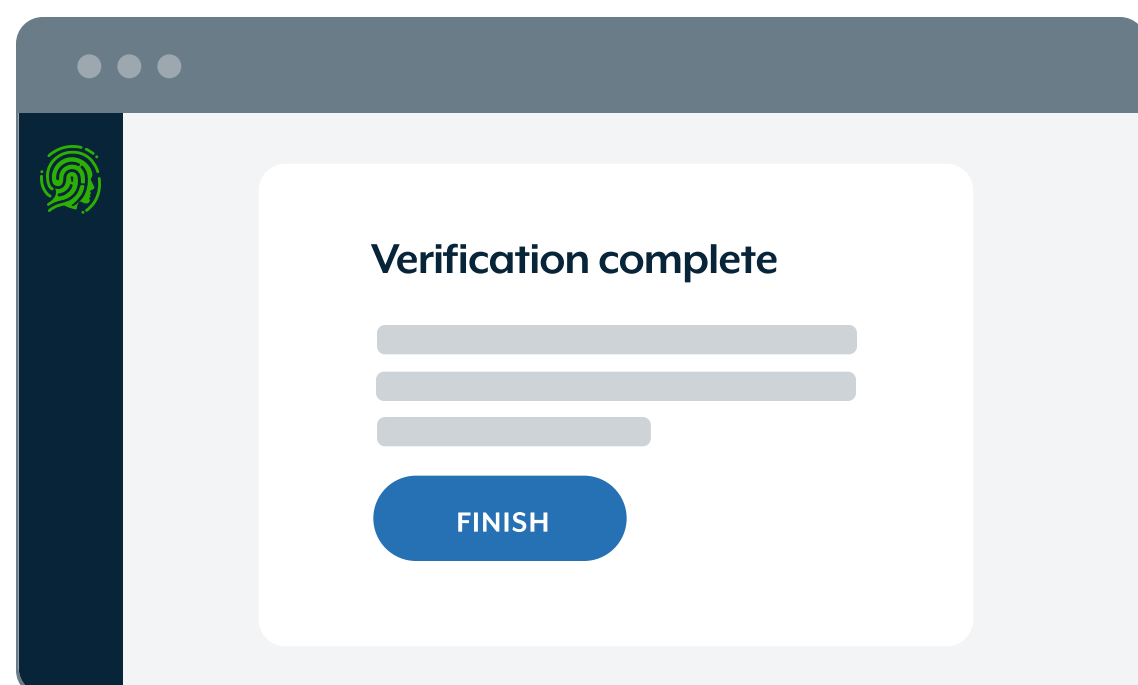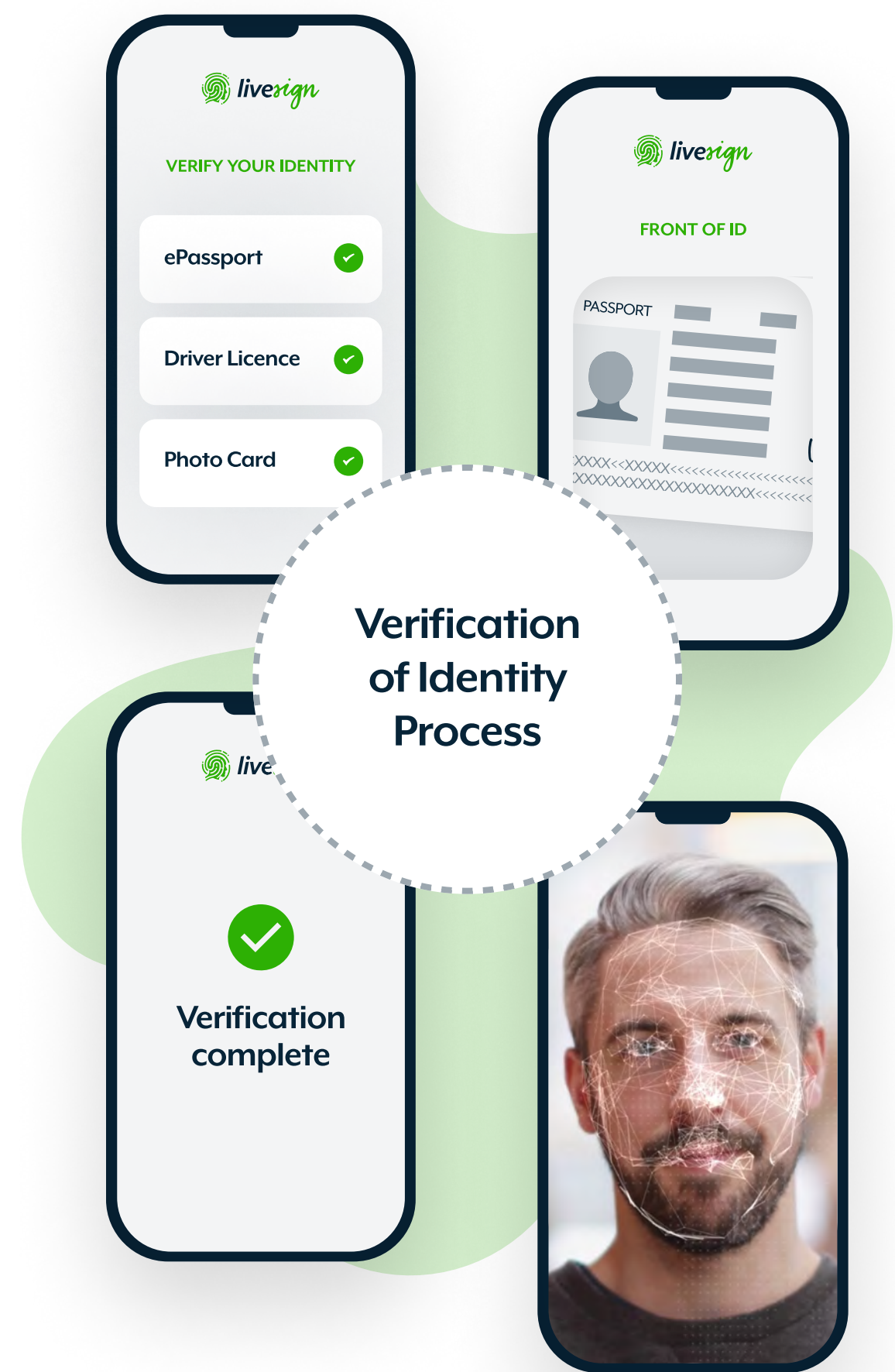
Select a Seconday ID

Next, you will be asked for another form of ID. Again, select one from the list and continue to confirm the details.

Take a selfie

Lastly you will be asked to take a picture of yourself so that we can verify it's really you completing the identification process.

Return to livesign

Once all the steps have been completed successfully you can close the app and return to the orginal document in your browser.

Verification complete

FINISH

6. Document completion

Now the documents are signed on your behalf and there is no need for a physical signature.

The sender will receive a notification that you have completed them.

Then, if required, it is their turn to sign the documents.

7. Download

Once the sender has countersigned you will be notified. All that is left to do is download the documents for your own records.

Your documents are complete

DOWNLOAD