

Electronic Signature Guide



CULMIA
Destino, tu hogar



Below you will find the steps to be taken. It will be carried out through the electronic signature platform "SIGNATURIT" in a very simple way:

1. Identification.
2. Validation.
3. Start.
4. Signing process:
 - 4.1. Sign or scan QR Code.
 - 4.2. Fill in data.
 - 4.3. Accept privacy policy.
 - 4.4. Send document.
 - 4.5. Document successfully signed.



1. Identification

1.1. The customer will receive the following email from: culmia-firmadigital@signaturit.com.

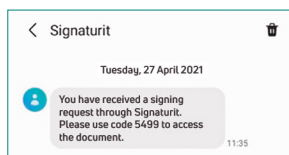
Hello, TEST CUSTOMER:

First name Surname 1 Surname 2 (culmia-firmadigital@signaturit.com) has sent you a document to sign and has written:

Test Signature

[VIEW DOCUMENT](#)

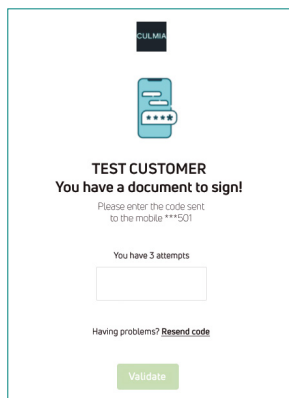
1.2. At that very moment the customer will receive an SMS on their mobile phone:



2. Validation

This will automatically open the platform page where the customer must enter the code received on their mobile phone.

Enter the 4-digit code and press **"VALIDATE"**.

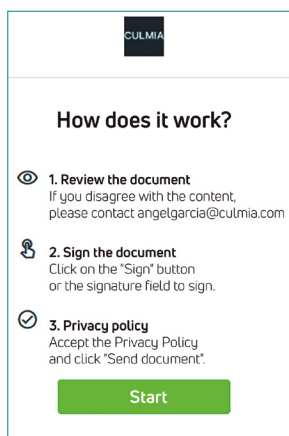


3. Start

After clicking on "validate", the following screen will appear.

Press **"START"** you must review the ENTIRE document to confirm that ALL the data matches our transaction:

- Personal.
- Financial.
- Identification of real estate units.
- Plans.
- Building specifications...



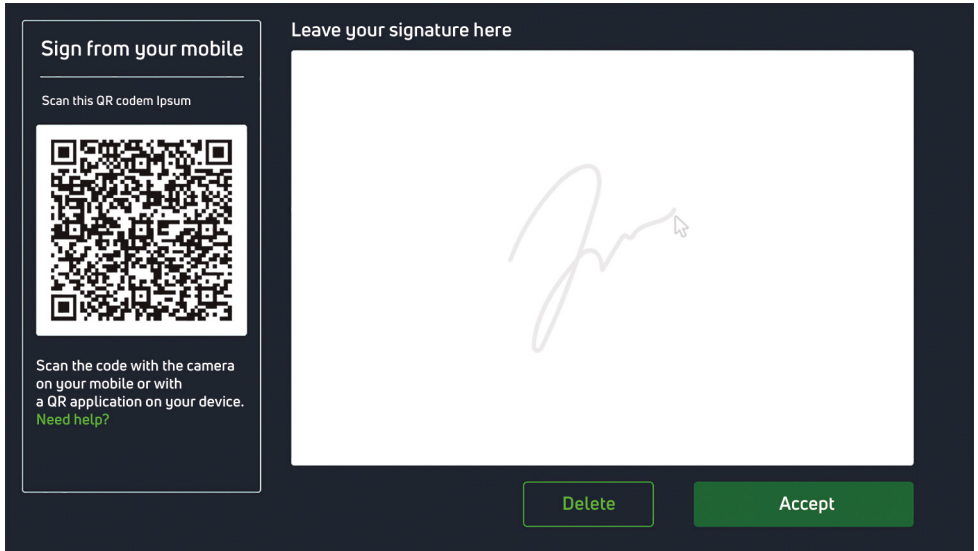
Once this has been checked, you can go ahead and sign the document, following the steps below:

 Do not reply to the email, ONLY click on: "SEE DOCUMENT".

 You have a maximum of 3 attempts.

4. Signing process ³

4.1. When you click on the signature box of the document (in the PDF), the following screen appears:



This gives us two options:



Sign directly with
the mouse



Scan the QR code and sign
on the screen of our mobile phone

4.2. Once you have signed and clicked **"ACCEPT"**, you will go through the following required fields for signing:

- FIRST NAME.
- SURNAME.
- DATE.

⁴

The Buyer



As the various fields are filled in, the completed fields will be displayed in the following bar:

Filling in field 3 of 6

Fill in

³ If the signature does not come out right the first time, you can make a new one by pressing "CLEAR".

⁴ As you fill in each required item of information, the programme will tick it off: ✓

4.3. Finally, you need to **“ACCEPT”** the privacy policy by clicking on the box where a new check mark will appear:

I accept the privacy policy

I agree to the processing and encryption of the biometric personal data of the signature in the document to ensure the legality and security of the signature

After this, you can see at the top of the screen that the bar has reached the end (therefore, you have now completed all the required fields):

Ready to send

Fill in

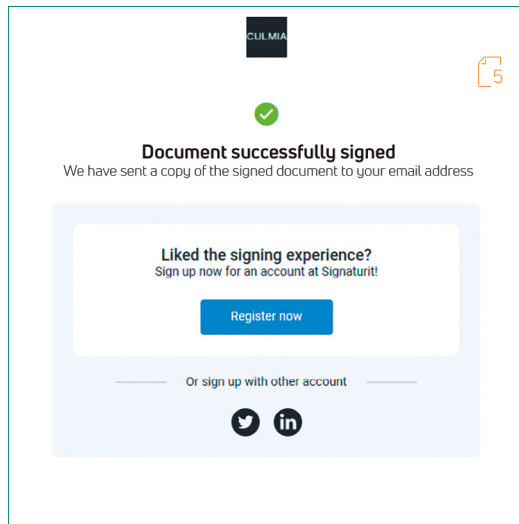
4.4. At the bottom, **“SEND DOCUMENT”** turns green. It is now ready to send, and you can click on it:

I accept the privacy policy

I agree to the processing and encryption of the biometric personal data of the signature in the document to ensure the legality and security of the signature

Send document

4.5. Once you have clicked on **“SEND DOCUMENT”**, the application displays the following message:



5 Within a few minutes, the customer will receive the signed document as an attachment to their email.

The last stop on the road is your home,
and we want to reach the top with you.

There are journeys that know no limits
and there are stories like ours
that we can make to measure.

Opportunities start here.
We invite you to a home where
you can live, grow and be happy.

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