

Add a person and their reference signatures

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Before you can check a signature against someone's own hand, we need at least one signature you know is theirs. You add the person and their first reference signature in one go.

Before you start

Have a clear image or scan of a signature you trust, such as their signature card. Images, scans and PDFs up to 20 MB all work.

1 Open the form

In Nib, go to **People** and choose **Add reference signatures**.

2 Give the person an id

In **Your person id**, type the id you already use for them, such as a customer number like CUST-10442 or priya-shah. It can hold letters, digits, dots, dashes and underscores but no spaces. If the id is new, we add the person for you.

3 Name the signature

In **Reference id**, give this signature a short name, such as card-2019. Adding another signature later with the same name replaces this one.

4 Say where it came from

Under **Where it comes from**, choose **Signature card**, **Confirmed past signature** or **Unverified**. Pick honestly, because it shows beside the reference whenever someone looks at a result.

5 Add the file

Drop the image or scan onto the form, or click to choose it, then choose **Add reference signature**. You will land on the person's page with the signature under **Reference signatures**.

6 Add any others you have

On the person's page, choose **Add a reference signature** for each further one. One is enough to start, but each extra signature shows more of how they sign, so fewer results end up needing a look. A person can have up to ten.

If something goes wrong

The form says the reference was not added.

The image probably wasn't clear enough to use. Try a sharper scan or a closer crop of the signature, and if it still won't go in, write to us at support@unforged.ai.

You can't see **Add reference signatures.**

Your role can look at people but not add references. Ask an administrator for the Member role.