

Check a signed document

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Once someone has reference signatures on file, you can check any document they have signed against them. One document for one person is one check, however many signatures are on it.

Before you start

Add the person and at least one reference signature first. If you only have their ID or a form they signed for you, choose **Against an ID or signed form** in step 1 instead.

1 Start a new check

In Nib, choose **New check**, then **Against their saved signatures**. Starting from the person's own page fills in who they are for you.

2 Say whose signature it is

Start typing in **Your person id**. The people you already have appear as you type, with how many references each has on file, so pick the right one from the list.

3 Add your own details if you want them

In **Your document reference**, you can add your own number for the document, such as an application number, which makes the check easy to find later. **Process** lets you group checks by the kind of work, like loan-application.

4 Add the document

Drop the PDF, TIFF, JPEG, PNG or ZIP onto the form, up to 50 MB. Leave **Form** on **Find the signature for me** unless your organisation has set up a form for this kind of document.

5 Run the check

Choose **Run check**. The line beside the button tells you what it costs, and nothing is charged if we can't read the document or find a signature on it. Most results open straight away; if one takes longer, its page keeps itself up to date until it's done.

If something goes wrong

The result says **No reference signatures**.

There was nobody on file under that id, or they had no references yet. Check the spelling against the **People** page, add a reference signature, and run the check again.

The result says **Couldn't read**.

The image was too poor to compare and you haven't been charged. Ask for a better copy, such as a flat scan rather than a photo at an angle, and check it again.