

Check several documents at once

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When a file has several signed documents and a few people who might have signed them, you can check them all together. You add each person with a specimen of their signature, such as their ID, and we tell you whose signature is on each document.

Before you start

You can add up to four people, up to five specimen files for each, and up to ten documents in one go. Nobody needs to be on file in Nib first.

1 Start the check

In Nib, choose **New check**, then **Against an ID or signed form**. If you like, add a matter or file number in **Your reference** so you can find it again.

2 Add each person

Type their **Name** as you would like it on the result. Then add their passport or driving licence under **Their ID**, and anything they signed for you under **Capture form or signed pages**.

3 Add anyone else

Choose **+ Add someone else** for each further person. A capture form gives a much firmer answer than the small signature on an ID, and **Print our signature capture form (PDF)** gives you one to send them.

4 Add the documents and send

Drop the signed documents under **Signed documents**, then choose **Check signatures**. Your specimens are free and you pay for each document we find a signature on.

5 Help us if we ask

If we can't find someone's signature on their specimen, the result asks you to mark it. Draw a box around it and choose **Carry on with the check**, within a day, so you don't have to upload anything again.

Checking more than this

For larger volumes, or to check everything against the reference signatures you keep on file, whoever looks after your systems can send documents to us directly. Each batch then shows in **Checks** as one job, and choosing **Group by job** under **Filters** lists them that way.