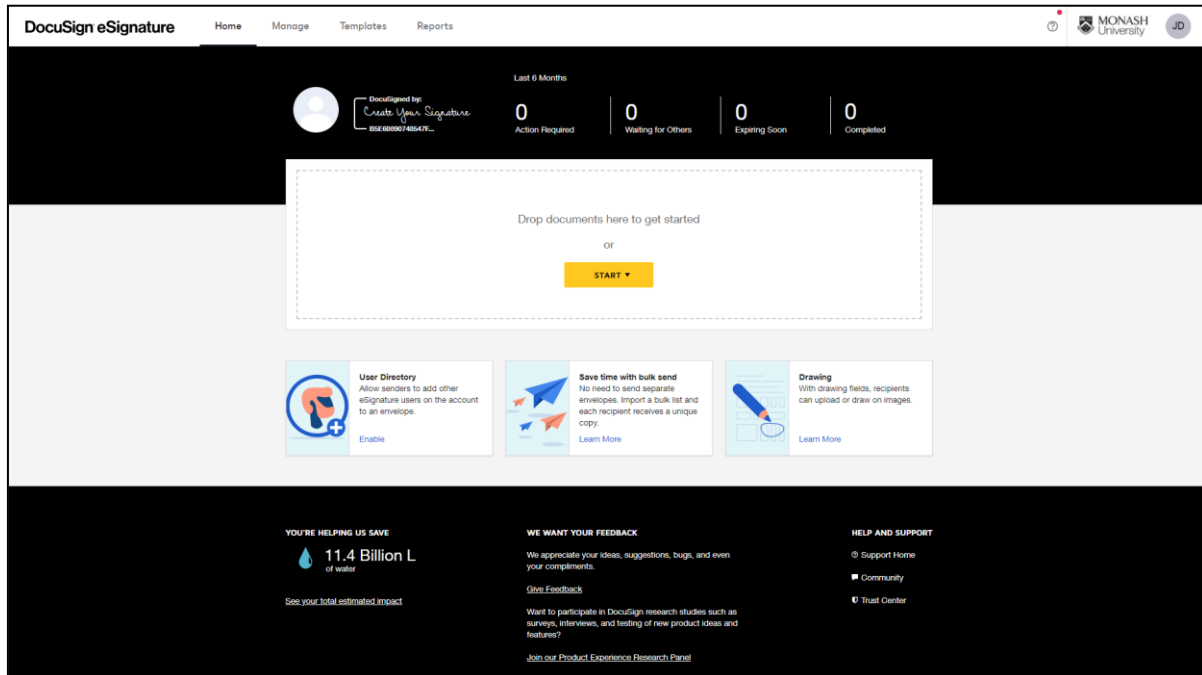


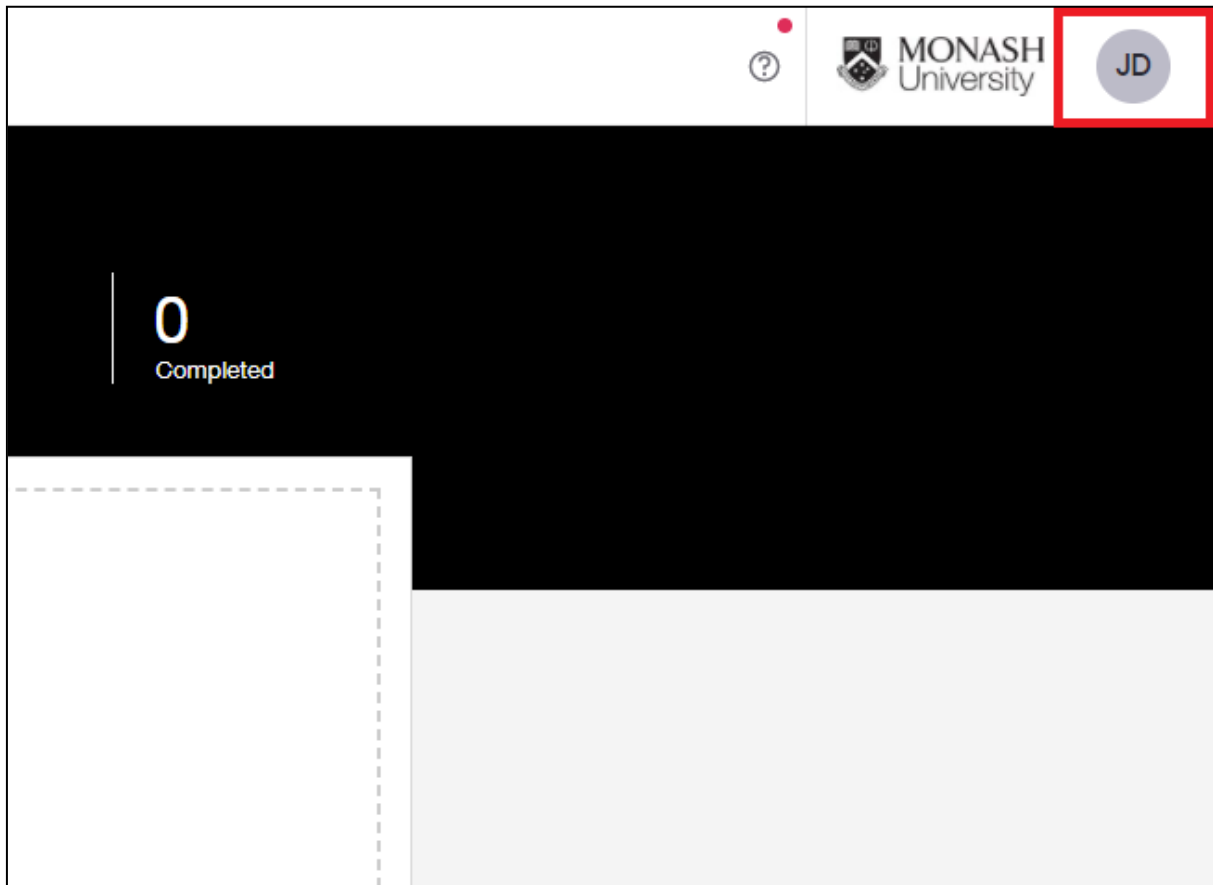
DocuSign Account Setup Guide

Configuring Your Account

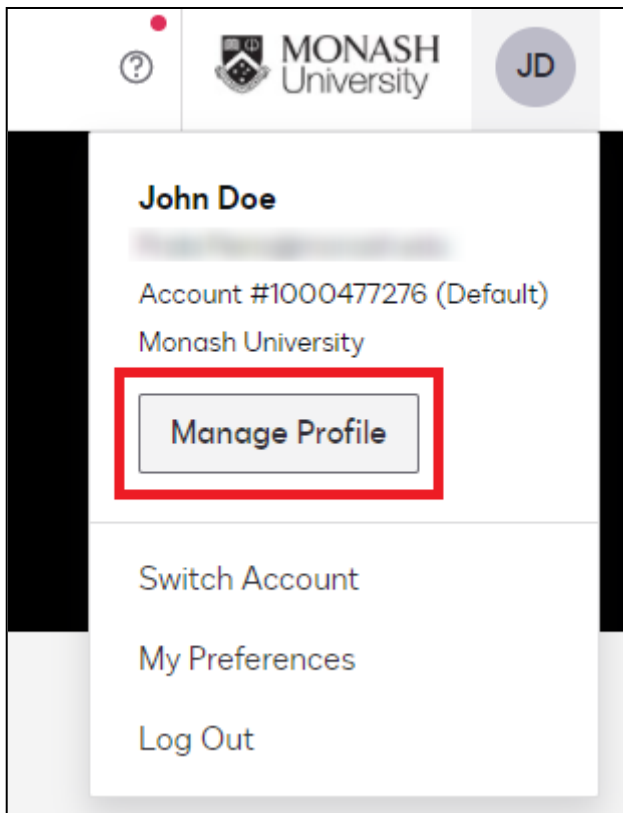
1. [Login to DocuSign](#) to view the **Home Page**.



2. Select the **avatar** in the top-right corner.

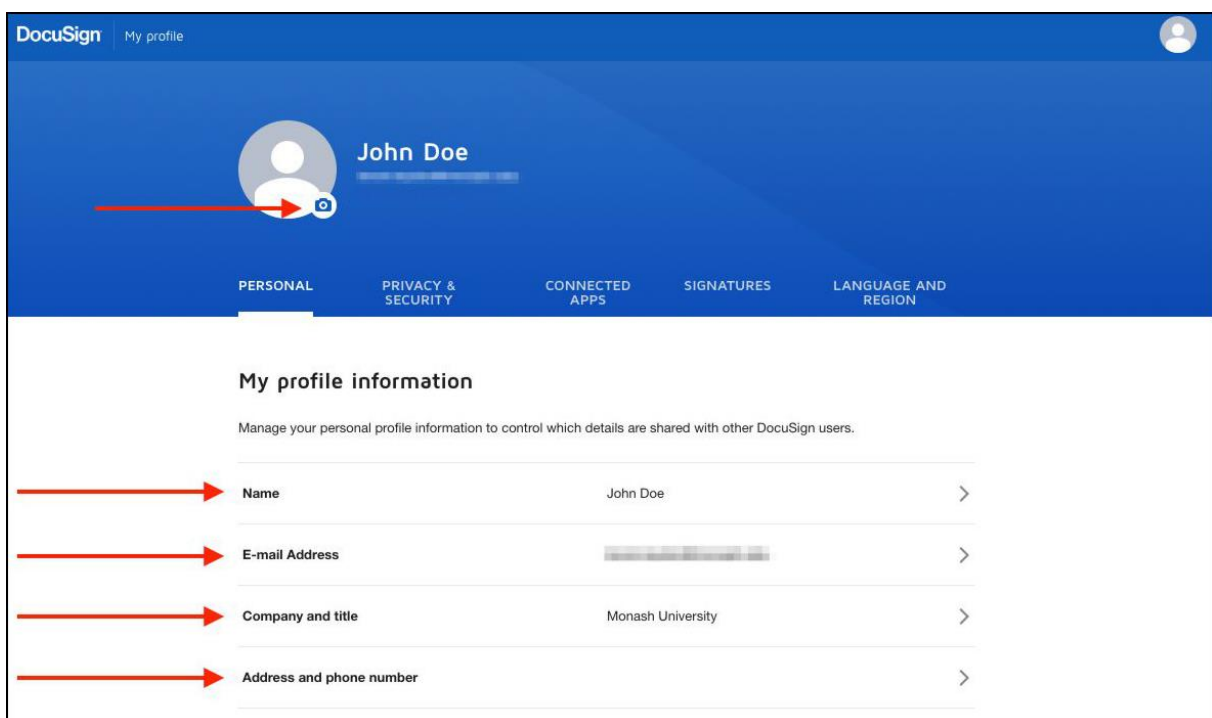


3. Select **“My Profile”**.

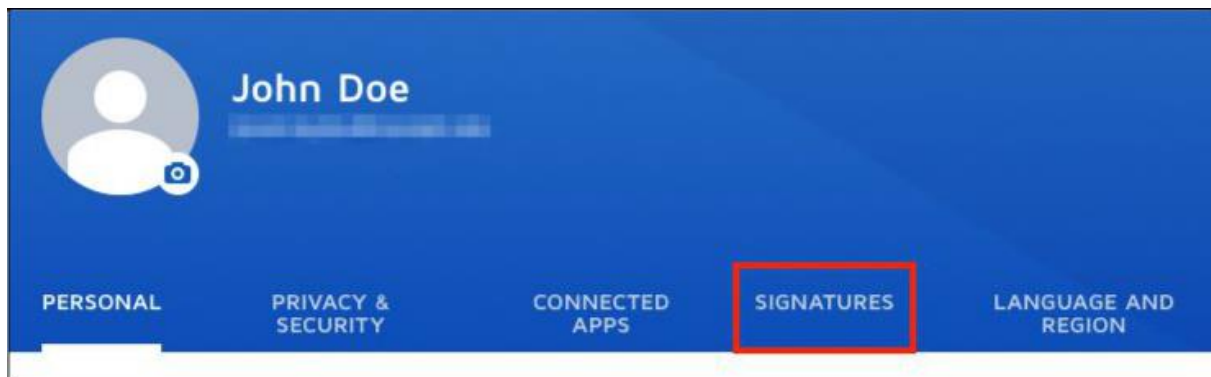


4. A page should be opened in a new tab. From here, you can upload a profile photo (if you wish), and update your:

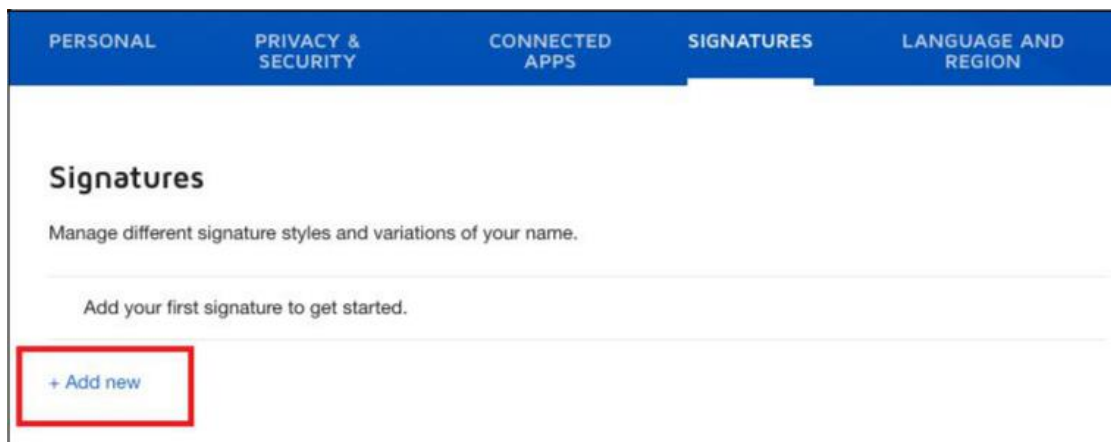
- Name;
- Email address;
- Title;
- Phone number.



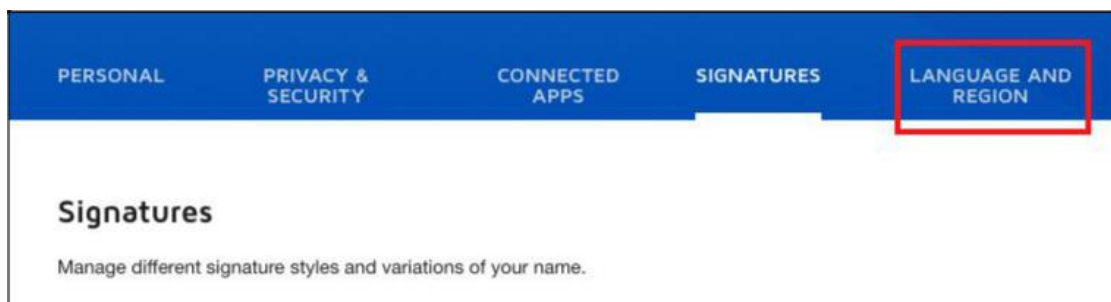
5. Select **“Signatures”**.



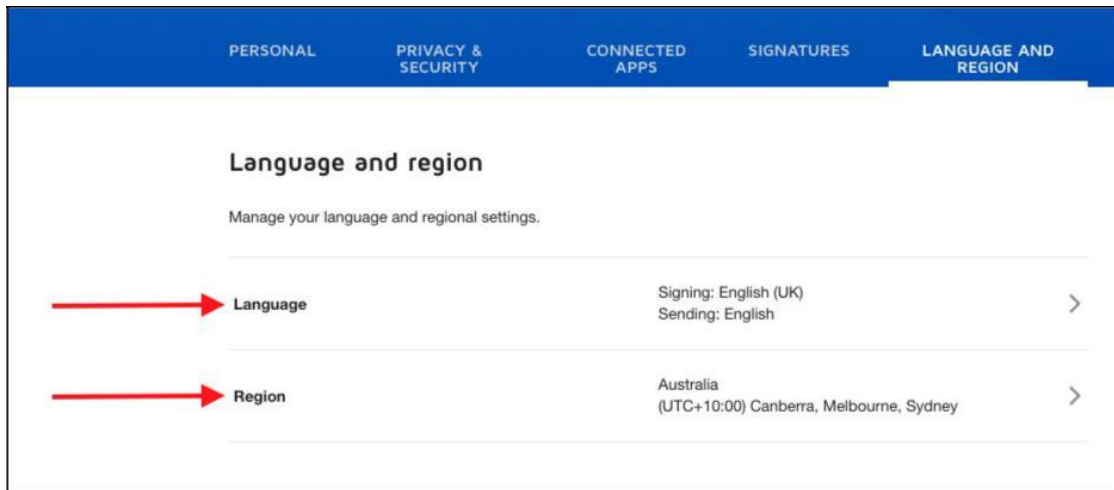
6. Select **“Add New”**, and then decide whether to draw, upload, or choose a default signature.



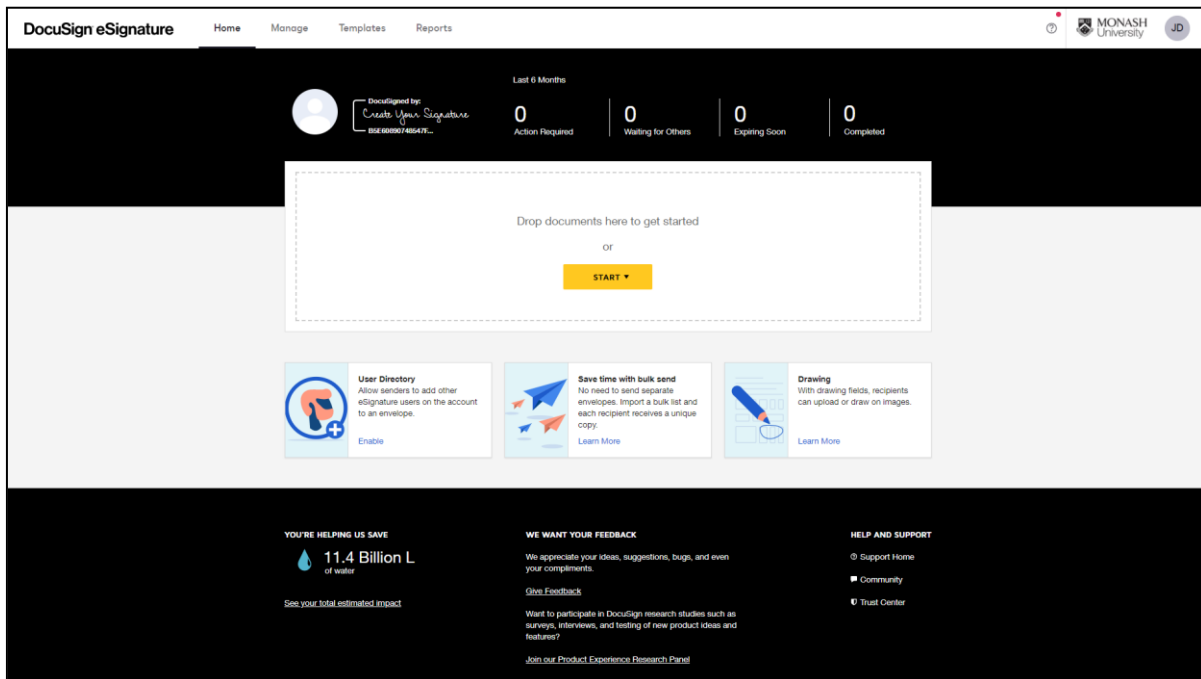
7. Select **“Language and Region”**.



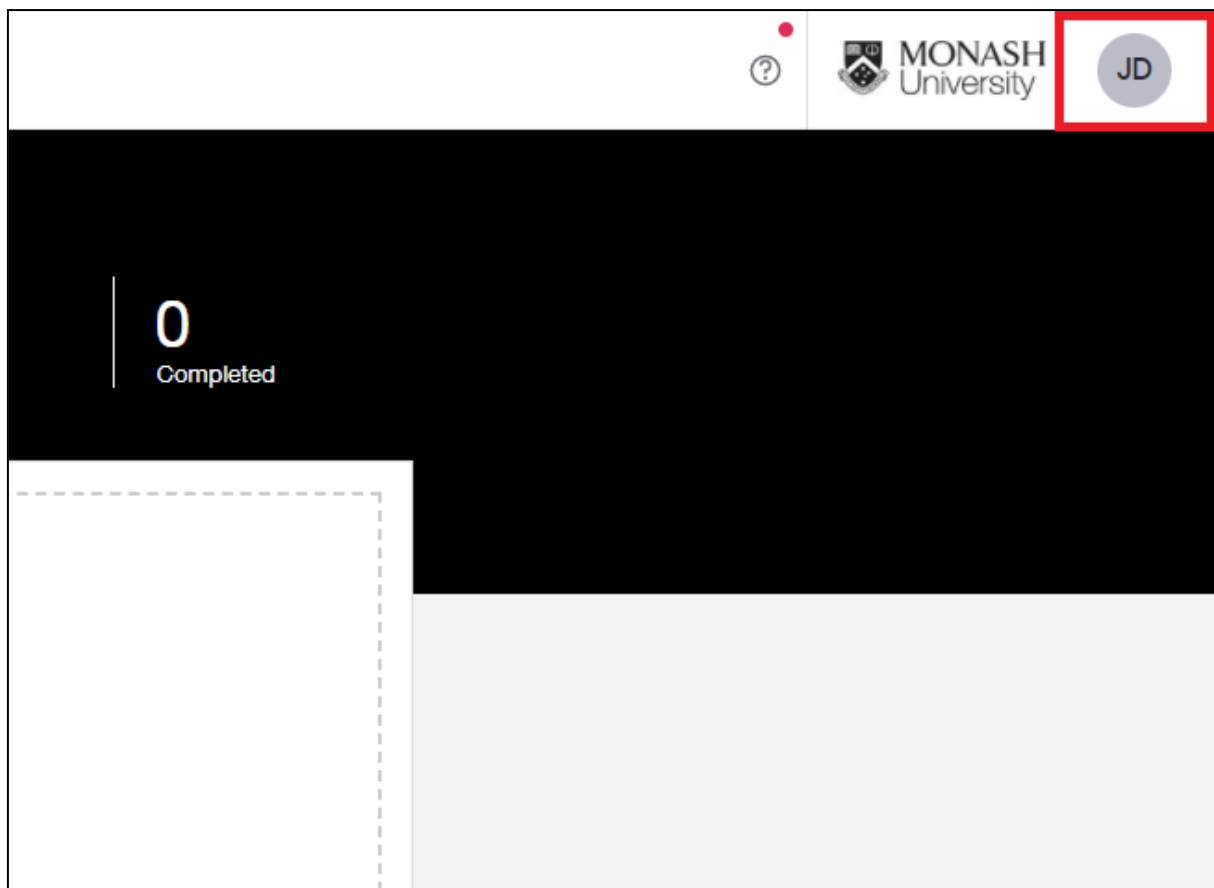
8. Update your language and region settings as necessary.



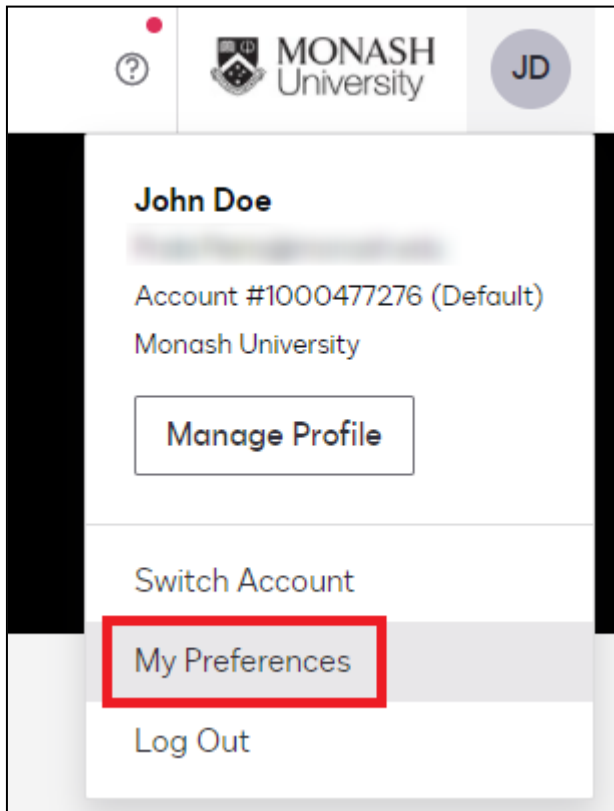
9. You can now close the profile tab, and navigate back to the DocuSign Home Page.



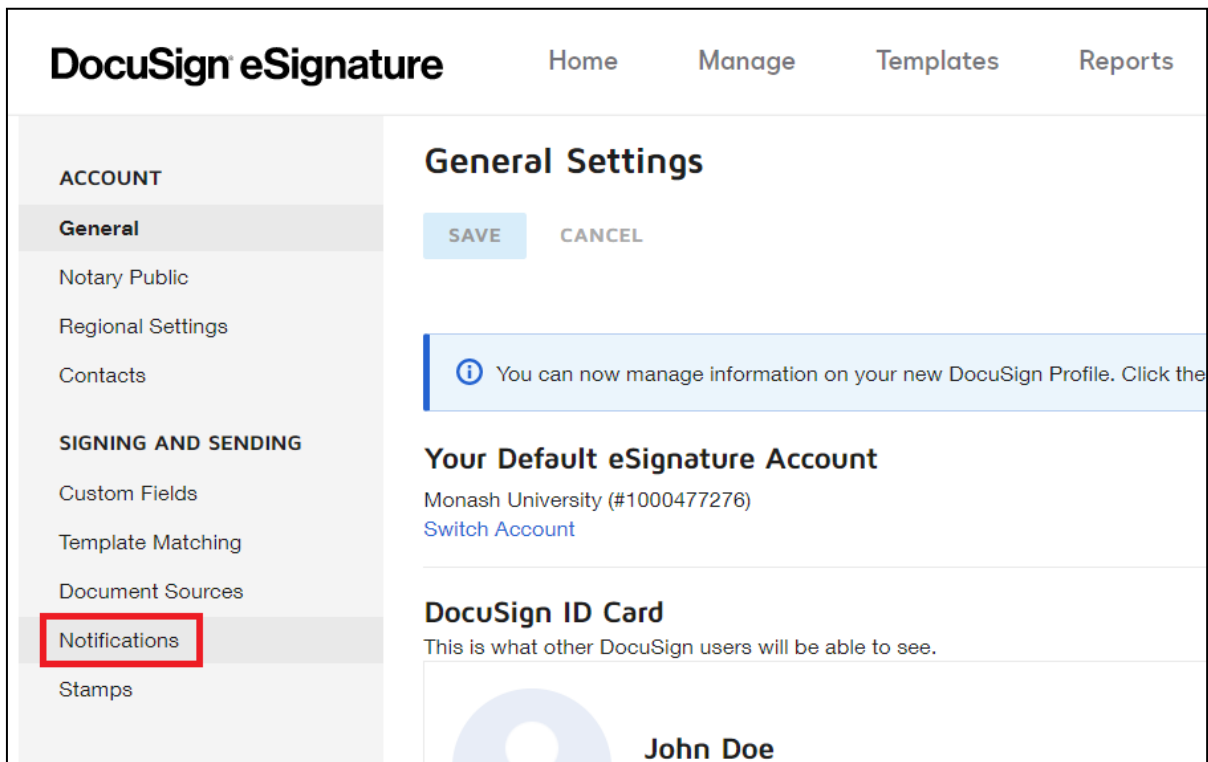
10. Select the **avatar** in the top-right corner.



11. Select **“My Preferences”**(you will be taken to the “Personal Information” settings, however we have already updated these as part of the previous steps).



12. Select **“Notifications”**.



13. We recommend that you select all notifications to ensure that you do not miss an important update to the documents you need to sign, but you may customise these as you see fit.

Sending Notifications

Notify me when I am the sender and:

- Select All
- An envelope is complete
- A signer assigns an envelope to someone else
- A signer declines to sign
- A signer withdraws consent to do business online
- The first time each recipient views an envelope
- Envelope delivery to a recipient fails
- A signer's offline signature fails to synchronize
- Documents will be purged from the system
- A comment is posted in an envelope I've sent

All comments

Only comments that mention me or are private to me

Recipient Notifications

Notify me when I am a recipient and:

- Select All
- I have an envelope to sign
- An envelope is completed
- I am a copy-only recipient
- I am an acknowledge recipient
- Another signer declines to sign
- The sender voids an envelope
- The sender corrects an envelope
- A signer assigns an envelope to me
- Documents will be purged from the system
- My fax is received
- Another signer made changes that require my approval
- I can edit an envelope, or specify or update recipient information
- An envelope I signed offline fails to synchronize
- An envelope is sent to a signing group to which I belong
- A comment is posted in an envelope that's been sent to me

All comments

Only comments that mention me or are private to me

14. Your profile is now ready for signing documents electronically.