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.

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