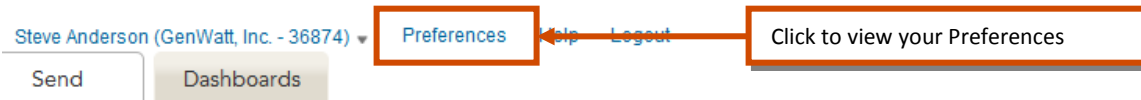


Adding a User

This guide explains how to quickly add a new user to your account. You must have Manage Account Permissions to add users.

1. Log on to the DocuSign Console and go to the Preferences page by clicking **Preferences** at the top of the console.



2. On the Preferences page, under Account Administration, click **Users**.
3. On the User page, click **New**.



4. Type the **Email** address for the new user and click **Check Address**.

5. Type the user **Name**. Optionally, type the user's **Job Title** and select a user permission profile from the **Available Profiles** list. When you are done adding the personal information, click **Save**.

6. You are ready to send the activation email. Optionally, for additional security, you can add an **Access Code** to the activation email. You will need to provide the access code to the new user.
Click **Send** to send the activation email is sent to the user. Click **Done** to return to the Manage User List page.
7. The new user follows the instructions in the email to activate their account. If you need to resend the activation email, click **Send Activation** on the same line as the user name.

The user account is created with your default account Permissions. You can add a user to a group and change a user's Permissions in the DocuSign Console. See the *Account Administration Reference Guide* for more information about user Permissions options.