Digital Signature Set-up Guide

Follow these instructions to create a
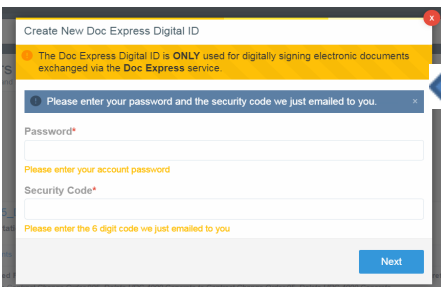Doc Express Digital Signature

Before you begin...

To register for a Digital Signature, *you will need to have a picture of your photo identification*, such as a state ID or a driver's license, in a file that can be uploaded to the Doc Express servers. *The name of the person registering for the Digital Signature must exactly match the name on the approved form of identification*. The organization name must be the full legal name of the organization as it is registered with the Secretary of State.
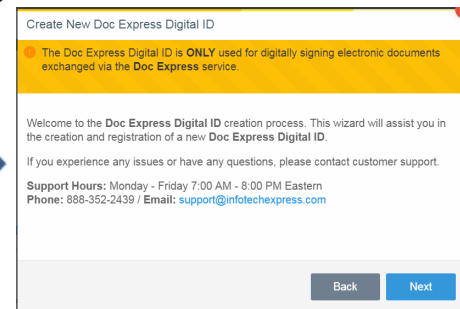
Once you complete the process for generating a Digital ID, a member of the customer support team will call you as soon as possible, but within one business day, to get verbal confirmation that you have submitted an ID.

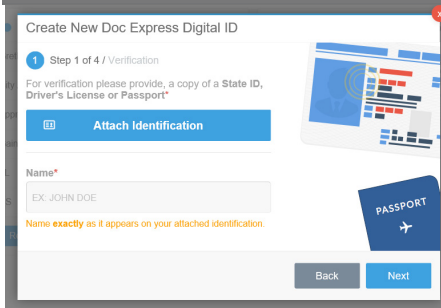## Steps for creating the Digital Signature...

1. Go to the 06- Change order drawer in your project and open. Click Create Digital ID when prompted.

2. Read the Digital ID information: an email will come to you from InfoTech, and enter your login password and security code from email. Then click Next.
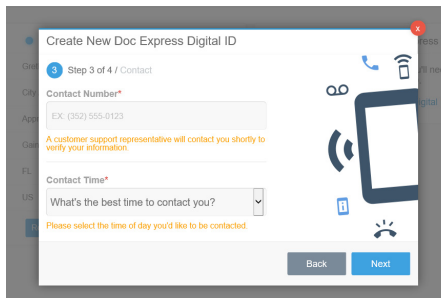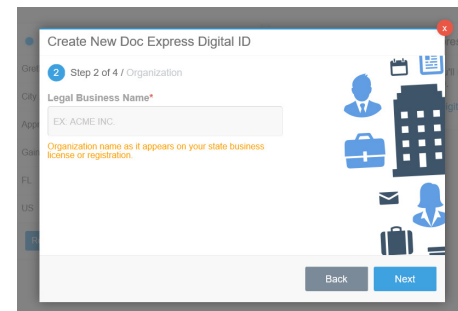
3. Information on Doc Express Digital ID will pop up read and click Next.

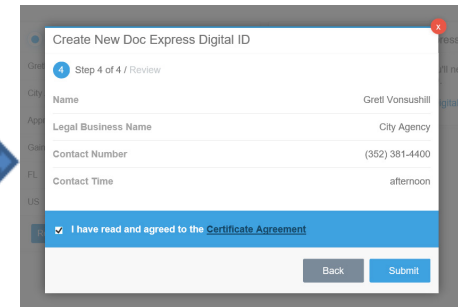**4.** Click Attach Identification. Navigate to and select the file that contains your identification. Click Open.

5. Enter your name in the Name field and click Next.

6. Enter the legal name of your business and click Next.

7. Enter your contact phone number. Select the best time of day to receive a phone call and click Next.

8. Review your information and read the certificate agreement. If everything is correct, select the check box stating you agree to the certificate and click Submit.

You will receive an email once your ID has been approved.

Support hours: 7:00 am - 8:00 pm EST | 1-888-352-2439 | support@docexpress.com