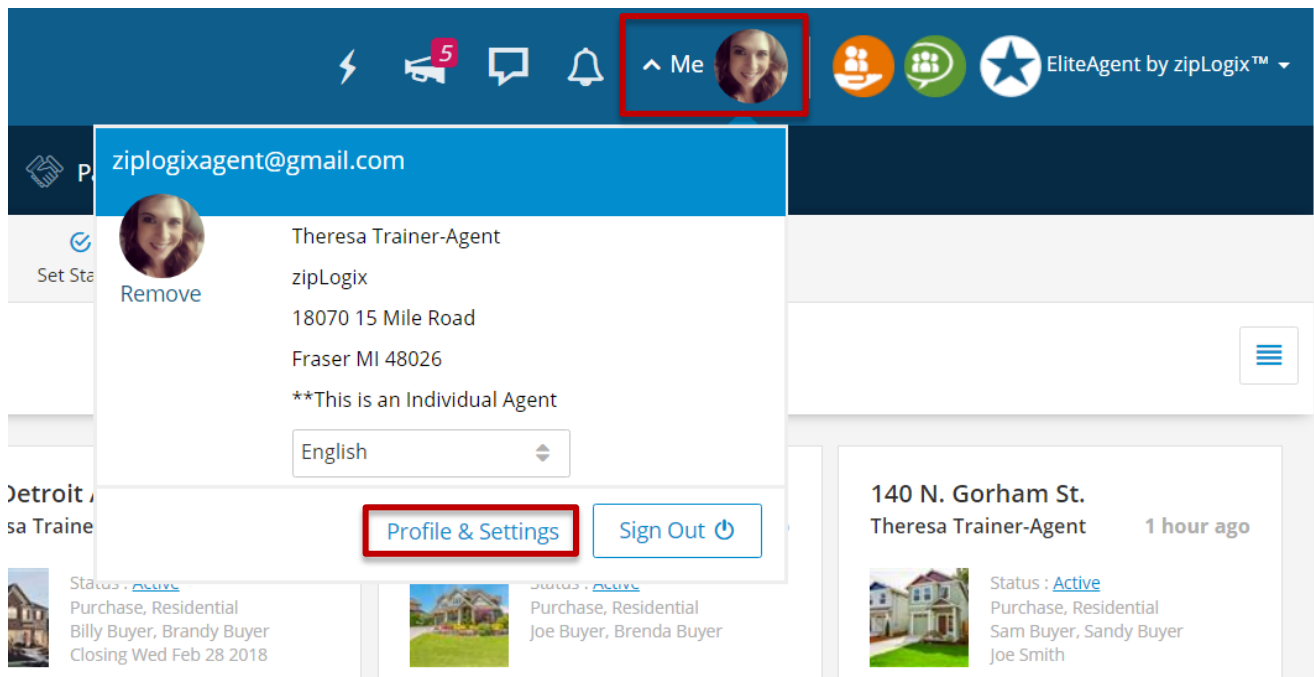


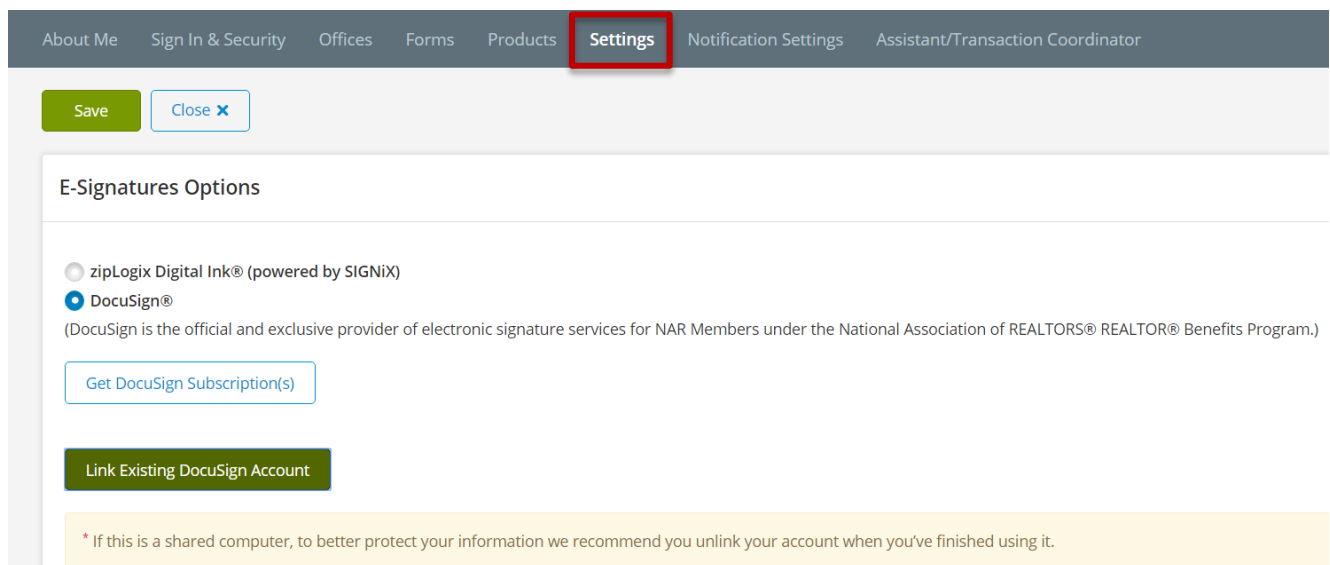


## Using the zipForm® Plus/DocuSign® Integration

1. Click on “Me,” in the upper, right-hand corner of your zipForm® Plus account, then select “Profile & Settings” from the drop-down menu.



2. From within your Profile & Settings area, click on “Settings.”





3. Click the icon which reads: “Link Existing DocuSign<sup>®</sup> Account.”  
NOTE: You must have an existing DocuSign<sup>®</sup> account in order to use this integration. DocuSign<sup>®</sup> is not a part of the zipLogix<sup>™</sup> suite of products.

Link Existing DocuSign Account

4. A pop-up window will appear. Input the email address associated with your DocuSign<sup>®</sup> account, then click “Continue.”

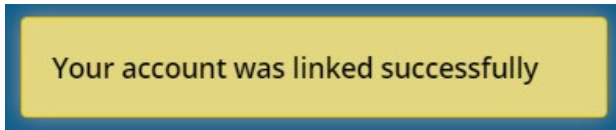
The screenshot shows a web browser window titled "DocuSign Login - Enter email to start sign in - Google Chrome". The address bar shows "DocuSign, Inc. [US] | https://account.docusign.com/oauth/auth?client\_i...". The main content area features the DocuSign logo at the top, followed by the heading "Please log in to your account". Below this is a text input field containing the email address "ziplogixagent@gmail.com", which is highlighted with a red rectangular box. Underneath the input field is a yellow button labeled "CONTINUE". At the bottom of the form, there is a link that says "No account? Sign up for free" and a "Cancel" link.

5. Enter the password associated with your DocuSign<sup>®</sup> account, then click “Log In.”

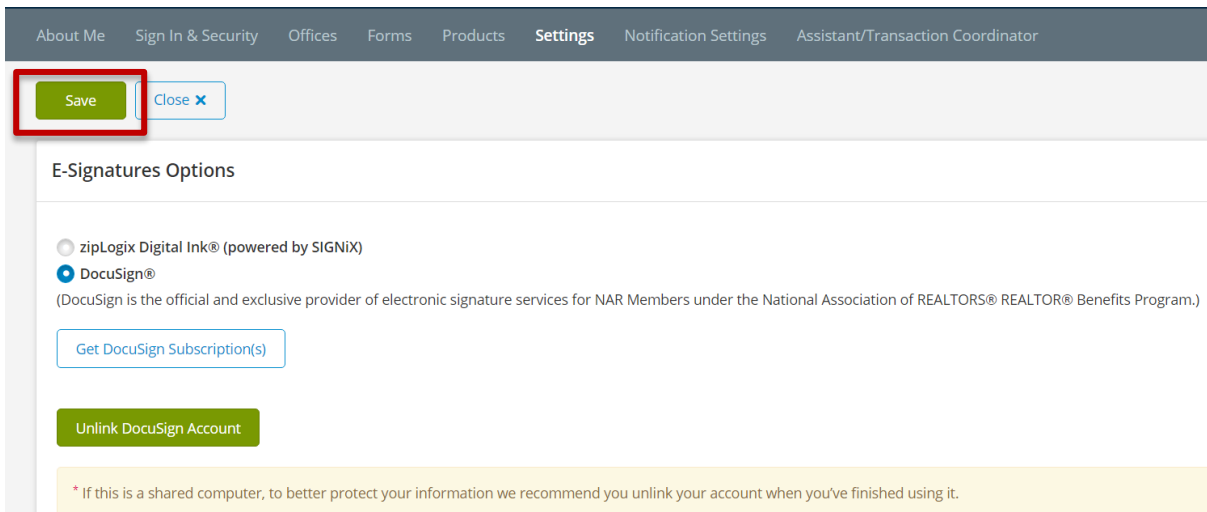
The screenshot shows a web browser window titled "DocuSign Login - Enter your password to sign in - Google Chr...". The address bar shows "DocuSign, Inc. [US] | https://account.docusign.com/username?client\_id...". The main content area features the DocuSign logo at the top, followed by the heading "Please log in to your account". Below this is the email address "ziplogixagent@gmail.com". Underneath is a password input field filled with dots, which is highlighted with a red rectangular box. Below the password field is a yellow button labeled "LOG IN". At the bottom of the form, there is a link that says "Forgot password" and a "Sign in as a different user" link, with a "Cancel" link at the very bottom.



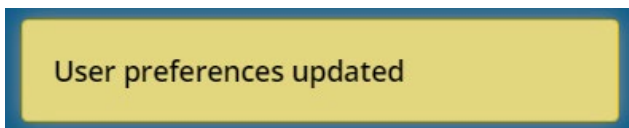
6. You will receive a notification at the top of your account which reads: “Your account was linked successfully.”



7. Click the “Save” button to finalize changes to your e-Signature solution.



8. You will receive a notification at the top of your account which reads: “User preferences updated.”



Your DocuSign® account is now integrated with your zipForm® Plus account. You may proceed to send your documents through the e-Sign process.

Thank you for using the zipForm® Plus DocuSign® Integration!

Rev. 04-17-2019