

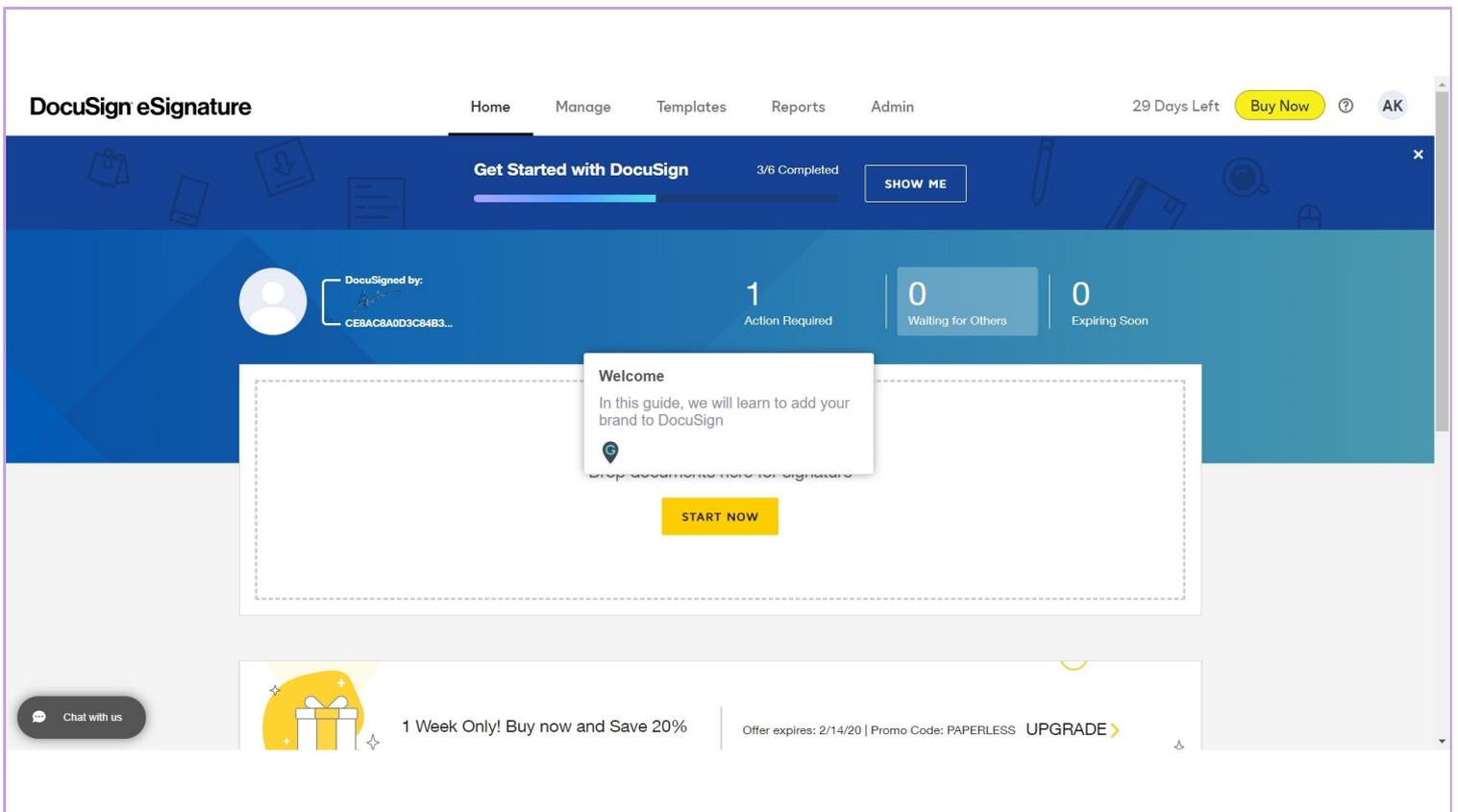


How to add a brand in DocuSign

Step: 01

Welcome

In this guide, we will learn to add your brand to DocuSign



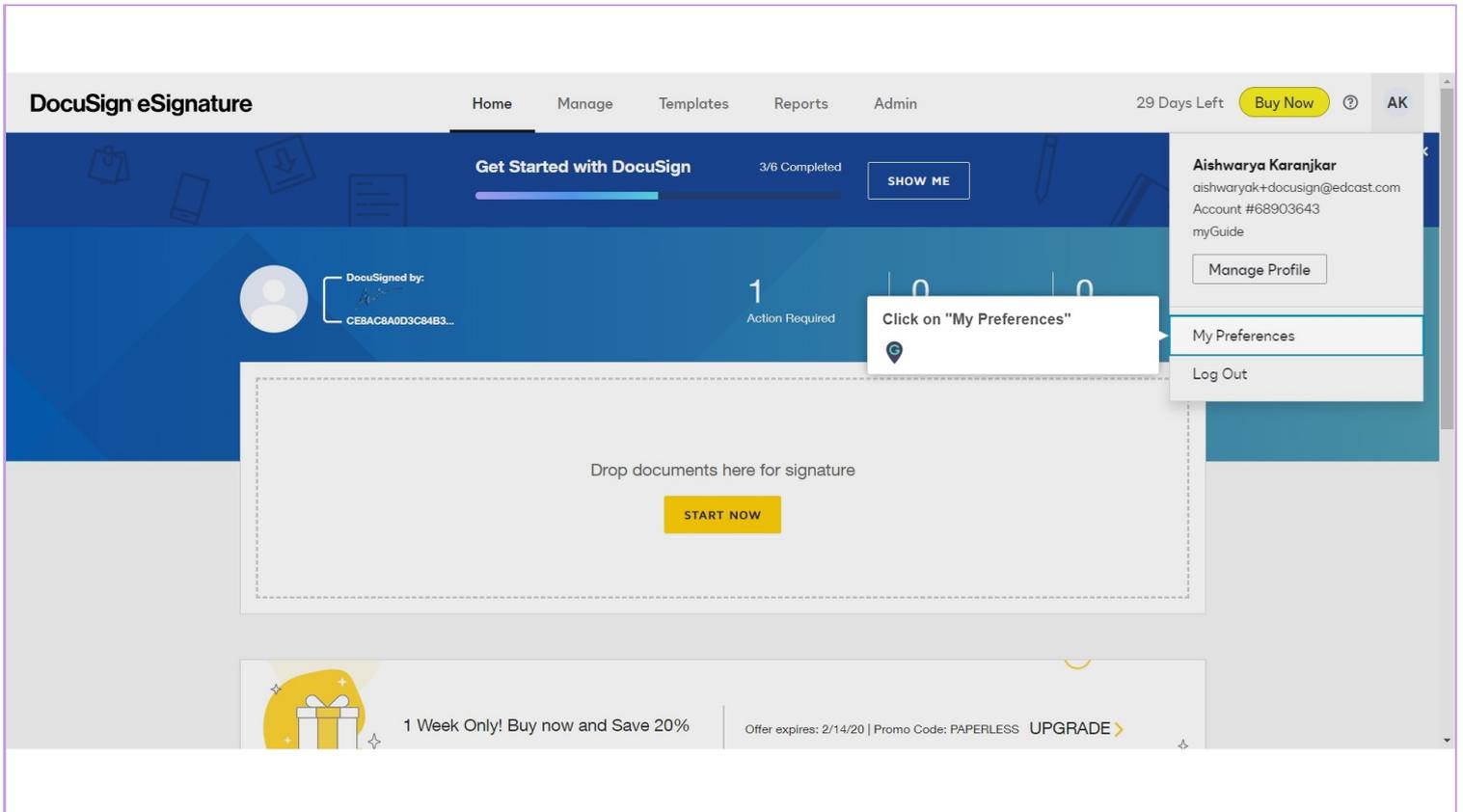
Step: 02

Click your account profile photo in the upper right

The screenshot displays the DocuSign eSignature dashboard. At the top left, the logo "DocuSign eSignature" is visible. The navigation menu includes "Home", "Manage", "Templates", "Reports", and "Admin". On the right side of the header, there is a "29 Days Left" indicator, a "Buy Now" button, and a user profile icon labeled "AK". A blue banner below the header contains the text "Get Started with DocuSign" and "3/6 Completed", with a "SHOW ME" button. A white tooltip with a location pin icon points to the "AK" profile icon, containing the text "Click your account profile photo in the upper right". Below the banner, the user's profile is shown with a placeholder icon and the text "DocuSigned by: CEBAC8A0D3C84B3...". To the right of the profile, there are three statistics: "1 Action Required", "0 Waiting for Others", and "0 Expiring Soon". The main content area features a large dashed box with the text "Drop documents here for signature" and a yellow "START NOW" button. At the bottom, there is a promotional banner for a "1 Week Only! Buy now and Save 20%" offer, with a "UPGRADE" button and a note that the offer expires on 2/14/20.

Step: 03

Click on "My Preferences"



Step: 04

In your Personal Information preferences, scroll down to the Company Brand section and click ADD YOUR BRAND

Company and Job Title

Company
myGuide

Job Title

Company Brand
You can decide what your customers see. Add your logo and brand colors to emails and the signing experience.

ADD YOUR BRAND

In your Personal Information preferences, scroll down to the Company Brand section and click ADD YOUR BRAND

[Empty text field]

(optional)

City

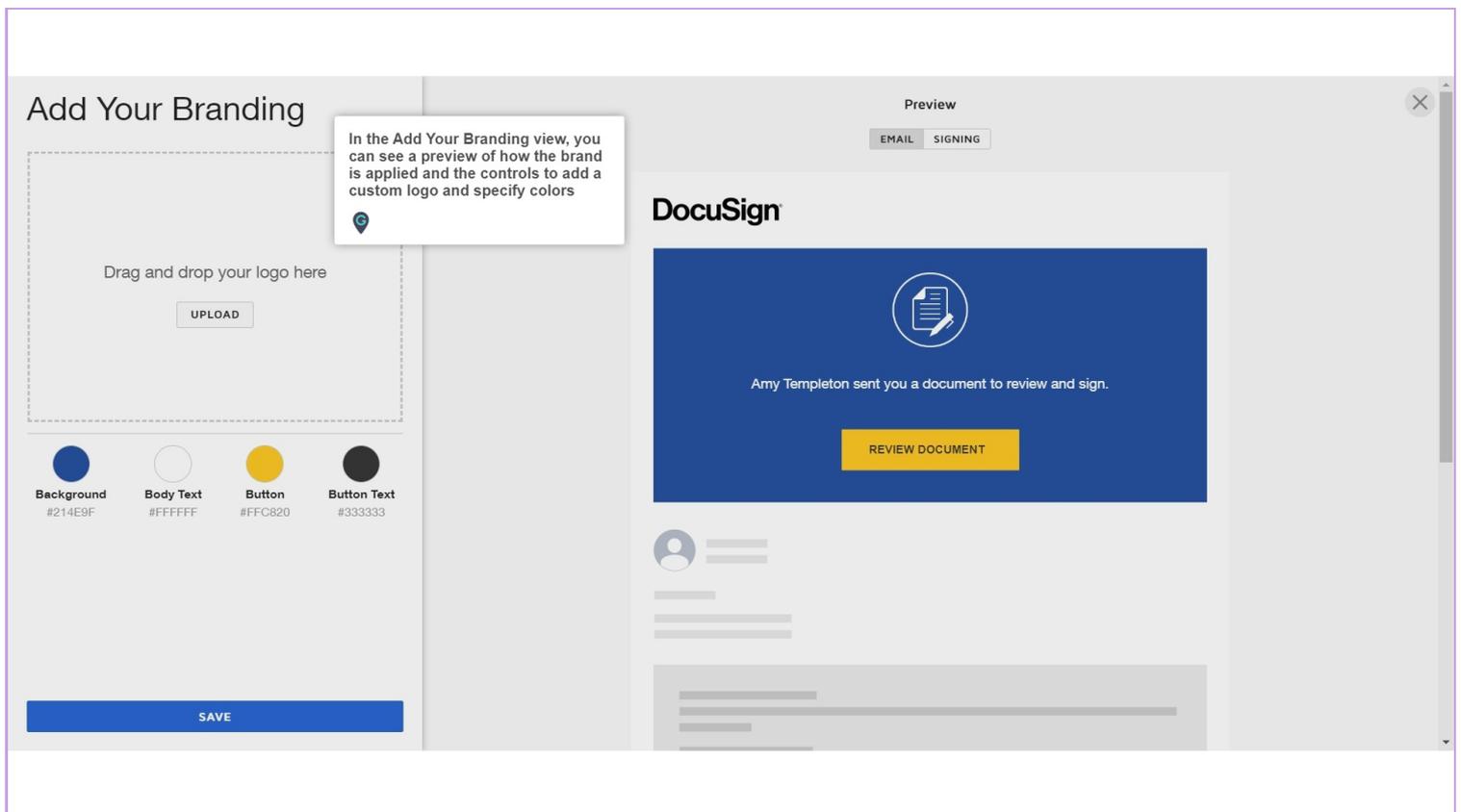
[Empty text field]

Region/Province

[Empty text field]

Step: 05

In the Add Your Branding view, you can see a preview of how the brand is applied and the controls to add a custom logo and specify colors



Step: 06

To add a logo, drag and drop your image file onto the upload space, or click **UPLOAD** and select your file

The previews update to reflect your custom logo

The image shows a user interface for customizing branding. On the left, a panel titled "Add Your Branding" contains a dashed box for logo upload with the text "Drag and drop your logo here" and an "UPLOAD" button. Below this are four color selection options: "Background" (#214E9F), "Body Text" (FFFFFF), "Button" (FFC820), and "Button Text" (333333). A blue "SAVE" button is at the bottom of this panel. On the right, a "Preview" window shows a document review notification: "Amy Templeton sent you a document to review and sign." with a "REVIEW DOCUMENT" button. A tooltip over the preview window reads: "To add a logo, drag and drop your image file onto the upload space, or click **UPLOAD** and select your file. The previews update to reflect your custom logo."

Step: 07

To customize colors, click a color swatch you want to change, then you can:

- 1) Enter a hex value for the color in the field at the top
- 2) Move the color picker circle over an area of your logo, then click to select that color

Add Your Branding

Delete

DocuSign

Background #214E9F Body Text #FFFFFF Button #FFC820 Button Text #333333

SAVE

Preview

EMAIL SIGNING

To customize colors, click a color swatch you want to change, then you can:

- Enter a hex value for the color in the field at the top
- Move the color picker circle over an area of your logo, then click to select that color

Amy Templeton sent you a document to review and sign.

REVIEW DOCUMENT

Step: 08

Click on "Save"

Add Your Branding

Delete

DocuSign

Background #214E9F Body Text #FFFFFF Button #FFC820 Button Text #333333

SAVE

Preview

EMAIL SIGNING

DocuSign

REVIEW DOCUMENT

Amy Templeton sent you a document to review and sign.

Click on "Save"

Thank You!

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