Account Settings

In addition an electronic signature guide are available for further information (also linked at relevant chapters). For more information of customizing please see the SignAnyWhere viewer – Customization.

Settings

In the settings you can define your user settings and if you are a "Power User" also the settings of the organization. In settings you are also able to define teams (virtual groups of your organization who can access and share their documents).

Account

Here you find your personal account settings.

Personal Settings

- Picture, Name, Job Title and Phone number
- · User Token for using with the Microsoft Office Plugin

Note that the email address of a user account is read-only as it is a unique identifier of the user. It cannot be changed. An Administrator (or in general, persons with the permissions of user management) can create a new user account and move existing envelopes to the new user account. Read more about administrative capabilities in user management in Settings - Users.

Password

• Change your password

The password policy of eSignAnyWhere can be configured on a per-instance level - details about configuration options are available at eSignAnyWher Global.xml documentation (accessible only for users with login to the detailled documentation).

A typical configuration of password rules (but subject to instance specific configuration) is:

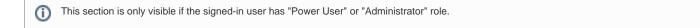
- Minimum length of passwords is 12
- Maximum length of passwords is 50
- Password must contain at least one numeric digic
- · Password must contain at least one lowercase letter
- · Password must contain at least one uppercase letter
- Password must contain at least one of the following characters: -["#\$%&'()*+,/;:=!?_@>]

In addition, passwords must not contain a combination of at least 4 characters where the same text sequence is contained in firstname, lastname or email of the user.

Signature Image

• You can upload a picture of your signature (e.g. written on white paper) and upload it to select it for your click-to-sign signatures. You can crop and set background (transparency).

Automated Delegation



Delegate the task

Figure

D AnyWhere	ACCOUNT	0 8
<	Personal	General
	Picture	Interface Language
NEW DOCUMENT	0	English (en)
HOME	$\overline{(2)}$	Country
TO THE		Österreich (Austria)
OCUMENTS ~		Time Zone
	First name	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
EMPLATES	Manuel	Date Format
LIPBOARD	Last name	22/07/2914 14:37
] CLIPBOARD	Gierlinger	Use default subject 📃 📀
ETTINGS ^	Emeil	Please sign the enclosed envelope
nt		Use default message 📃 😰
ations	Job Title	Dear #RecipientFirstName# #RecipientLastName#
ss Book		
end Permissions itens and Apps	Mobile phone	#PersonalMessage#
zation		Please sign the envelope #EnvelopeNeme#
y Providers	User Token	Envelope will expire at #ExpirationDate#
ng		0
zation	Password	
ation Templates	Old Password	Automated Delegation
nents Configuration pe History		Enable automated delegation
	New Password	Substitute
rors		
	Confirm New Password	End date for automatic delegation
		SAVE SAVE

General Settings

- Language, Country, Timezone
- · Personal Subject and Message

Signature Image

You can upload a picture of your signature (e.g. written on write paper and take a picture). This signature can be modified (cropped, set background level and rotate). If you are logged into eSAW and sign documents you can select your signature picture for Click-to-Sign signatures.

A change of the signature image is considered in envelopes

- sent after changing the picture, envelopes sent before but where the workstep for the recipient is created after the change
- existing envelopes/workstep when another signature picture for the recipient was already configured for the recipient.

The change is not considered on existing envelopes when

- no account signature image was configured at the time when the workstep for the signer was created (which is typically when the signer is invited to sign via email; but can be, for the first recipient, the time of sending the envelope e.g. when sending emails is disabled)
- the recipient was an unregistered signer at the time of sending the envelope, but an account was registered (and signature image was configured) after sending the envelope.

eSign	Gierlinger	lice default subject
AnyWhere	Email	Signature Image Editor ed envelope
		UPLOAD MAGE
\	Job Title	× 中 ○ C ame# #Recipient.lastName#
NEW DOCUMENT		
🖒 номе	Mobile phone	ge #EnvelopeName#
	User Token	#ExpirationDate#
	Password	(higv/11
CLIPBOARD	Old Password	
SETTINGS ^	New Password	igation 2
Account Notifications		
Address Book	Confirm New Password	E delegation
Roles and Permissions		CANCEL SAVE
Api Tokens and Apps Organization		CHANGE PASSWORD
Identity Providers		
Licensing Users	Authentication	
Team	OAuth - Manage Open Authorization provider of your account	Also forward CC
Localization	Organization currently does not offer any OAuth login options.	
Notification Templates Agreements Configuration		
Envelope History	Signature Image	
Errors	Upload your own signature image	
	OPEN EDITOR	
		CAVE

