

# 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 [eSignAnyWhere Global.xml documentation](#) (accessible only for users with login to the detailed 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



This section is only visible if the signed-in user has "Power User" or "Administrator" role.

- Delegate the task

## Figure

The screenshot shows the 'ACCOUNT' settings page for 'eSign AnyWhere'. The left sidebar contains navigation links: NEW DOCUMENT, HOME, DOCUMENTS, TEMPLATES, CLIPBOARD, and SETTINGS. The 'SETTINGS' section is expanded, showing options like Account, Notifications, Address Book, Roles and Permissions, Api Tokens and Apps, Organization, Identity Providers, Licensing, Users, Team, Localization, Notification Templates, Agreements Configuration, Envelope History, and Errors. The main content area is titled 'Personal' and includes fields for First name (Manuel), Last name (Gierlinger), Email, Job Title, Mobile phone, and User Token (marked with a red '1'). Below these are password fields: Old Password, New Password, and Confirm New Password. To the right, the 'General' section includes Interface Language (English (en)), Country (Oostenrijk (Austria)), Time Zone (EUTC+01:00 Amsterdam, Berlin, Rome, Stockholm, Vienna), Date Format (22/07/2014 | 14:37), Use default subject (checked), Use default message (checked, marked with a red '2'), and an Automated Delegation section with Enable automated delegation (unchecked), Substitute, and End date for automatic delegation.

## General Settings

- Language, Country, Timezone
- Personal Subject and Message

## Signature Image

You can upload a picture of your signature (e.g. written on white 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.

This screenshot shows the same 'ACCOUNT' settings page as before, but with the 'Signature Image Editor' modal open in the center. The modal has an 'UPLOAD IMAGE' button at the top, a preview area showing a handwritten signature 'Charly' on a checkered background, and 'CANCEL' and 'SAVE' buttons at the bottom. The background settings page is dimmed, showing the 'Personal' and 'General' sections. The 'User Token' field is still marked with a red '1', and the 'Use default message' field is marked with a red '2'. The 'Automated Delegation' section is also visible.

Test.pdf



TEST

*Charly*  
Signed by: Manuel Gierlinger  
E-Mail:   
Signing time:   
IP address:

You can finish the document now!