

QUICK REFERENCE GUIDE

Updated June 15, 2020

Activate your DocuSign Account for SWIFT

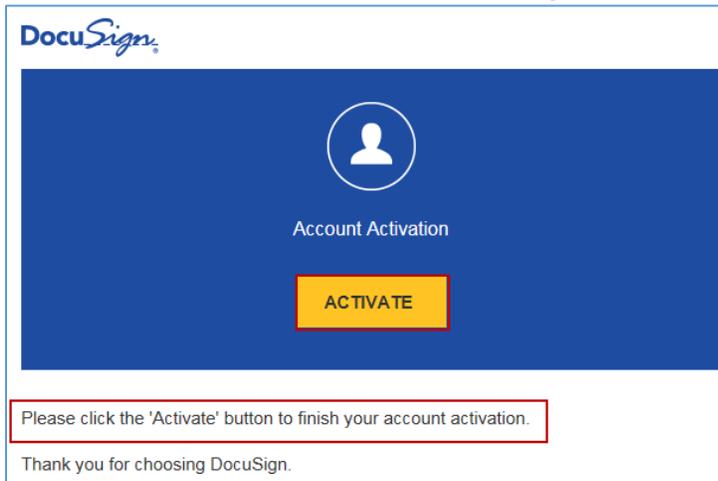
As a buyer, you can use SWIFT's Supplier Contracts module to create contract documents, send them for approvals and route for signatures electronically. In order to send contract documents electronically through SWIFT, you will first need to request and activate a DocuSign account.

To request a DocuSign account:

1. Your agency leadership needs to complete and sign the *Request for Access to SWIFT Statewide Systems* security form. On the *Supplier Contracts* section of that form, check the **YES – SWIFT DocuSign Account Needed** box.
2. MN.IT's security will review this request. Once approved, the SWIFT Procurement team will send you an email notification to activate your account.
3. You will also receive an additional email from DocuSign with your Access Code.

This guide demonstrates how to activate your DocuSign Account to get started after you receive the emails.

1. On the email notification from DocuSign, select the **Activate** button.



2. After you select the **Activate** button from the email invitation, DocuSign will open the *Activate Your Account* window. Fill out the following fields.
 - Enter a password following the instructions.
 - Confirm your password.
 - Choose a security question.
 - Provide an answer.
 - Select the **Activate** button.

ACTIVATE YOUR ACCOUNT

Thanks for signing up for a DocuSign Account. Fill out the fields below and click ACTIVATE to get started.

EMAIL
i@state.mn.us

PASSWORD
.....

CONFIRM PASSWORD
.....

SECURITY QUESTION
What is your mother's maiden name? ▾

.....

ACTIVATE

3. On the other email notification from DocuSign, open it up to see your DocuSign Access Code. You will use it on the *DocuSign Access Code* page.

Mon 10/8/2018 10:14 AM

 **DocuSign Access Code**

To [redacted]

Your DocuSign access code is You will need it to activate your account.

Please let me know if you have any questions.

4. After you select the **Activate** button, DocuSign displays the *DocuSign Access Code* page. Enter the access code you were given in a separate email.



Please enter the access code to view the document

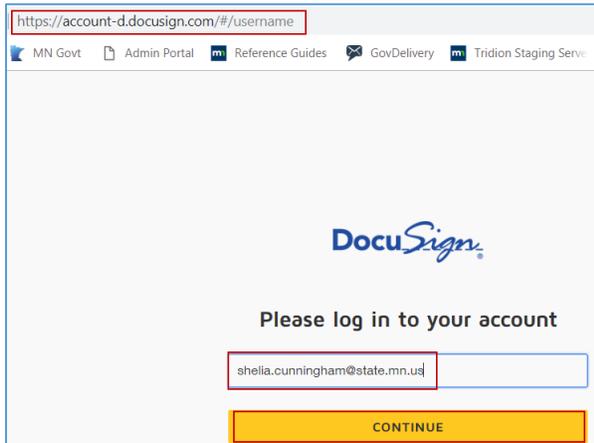
A request for you to enter a secret access code prior to finishing account creation has been made. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed.

Access Code

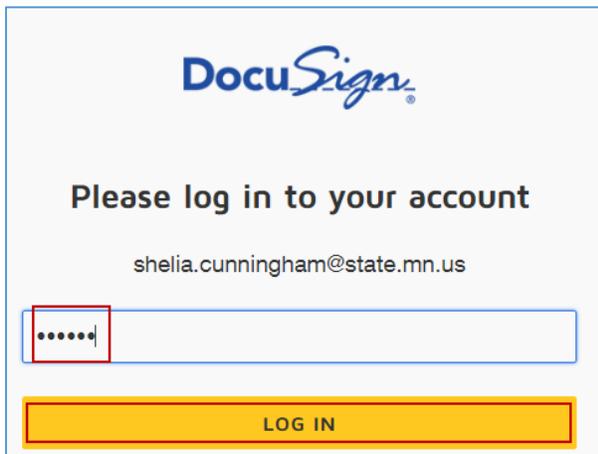
..... **Validate** Don't Know Access Code

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

5. Access the *DocuSign* home page. Enter your email address, then select the **Continue** button.



6. On the updated page, enter your password. Select **Log In**.



7. DocuSign opens up your account. You can use the **Manage** button to see all of your contract documents that you routed through DocuSign.

IMPORTANT! Use SWIFT to route the contract document through any amendments or updates.



You have successfully activated your DocuSign account to use with SWIFT's Supplier Contracts module.