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.
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.

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.
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.