Enable Cleverbase in Docusign.

Enable Cleverbase QES once for your entire Docusign account. After that, you and your colleagues can have documents signed with a qualified electronic signature (QES).

WHO	WHEN	YOU NEED
Docusign account administrator	Once, before first use	Administrator rights in Docusign

1. From your Docusign home page, go to **Admin**.
2. Check that you are logged in as **administrator**, not with your own user account. Switch accounts if needed.
3. In the left column, choose **Signing and Sending** and click **Signature Types**.
4. Click **Edit**.
5. Click **Add Type**.
6. Search for **Cleverbase QES** and select it.
7. Click **Save** at the bottom left.

✓ **Done.** You and your colleagues can now choose Cleverbase QES as a signature type.

ALL LEAFLETS

Leaflet 1 · this one	Leaflet 2	Leaflet 3
Enable Cleverbase	Find and share the account ID	Send, sign and verify

Questions or need help?

Contact Cleverbase customer service.

+31 70 820 96 80
klantenservice@cleverbase.com