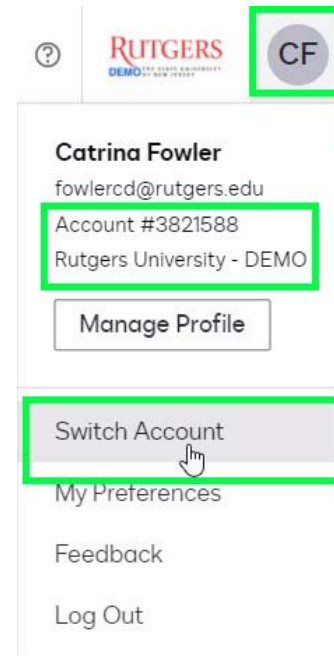


## How to switch between accounts and set a default

This document will help to see which site you are on and how to change to a different site

### How to see what account you are in

1. Once you have logged into DocuSign, in the right hand corner is your initial
2. Select your initial
  - a. This will show which account you are logged into
3. If you have **Switch Account** link then you have access to other sites
4. Select **Switch Account**



### How to set a default account

1. Once you are on the site that you as the default
2. Select your Initial in the upper right hand corner
3. Select **My Preferences**
4. Under **Your Default eSignature Account**
5. Select **Set as default**

#### General Settings

SAVE CANCEL

You can now manage information on your new DocuSign account

#### Your Default eSignature Account

Rutgers University - DEMO (#3821588) [Set as default](#)

