



Multi-Factor Authentication (MFA) Guide

What Is Multi-Factor Authentication (MFA)?

Multi-Factor Authentication (MFA) is an optional security feature that provides an additional layer of protection for your account. It requires a randomly generated verification code, sent to your registered email, to confirm your identity.

How It Works

1. **Log in with your credentials**

Enter your DocuSend username and password on the login page.

2. **Verify your identity**

After entering your credentials, you'll be prompted to provide a second form of authentication. This will be a 6-digit code sent to the email address you have signed up with. (You will have 5 minutes to enter it.)

3. **Access granted**

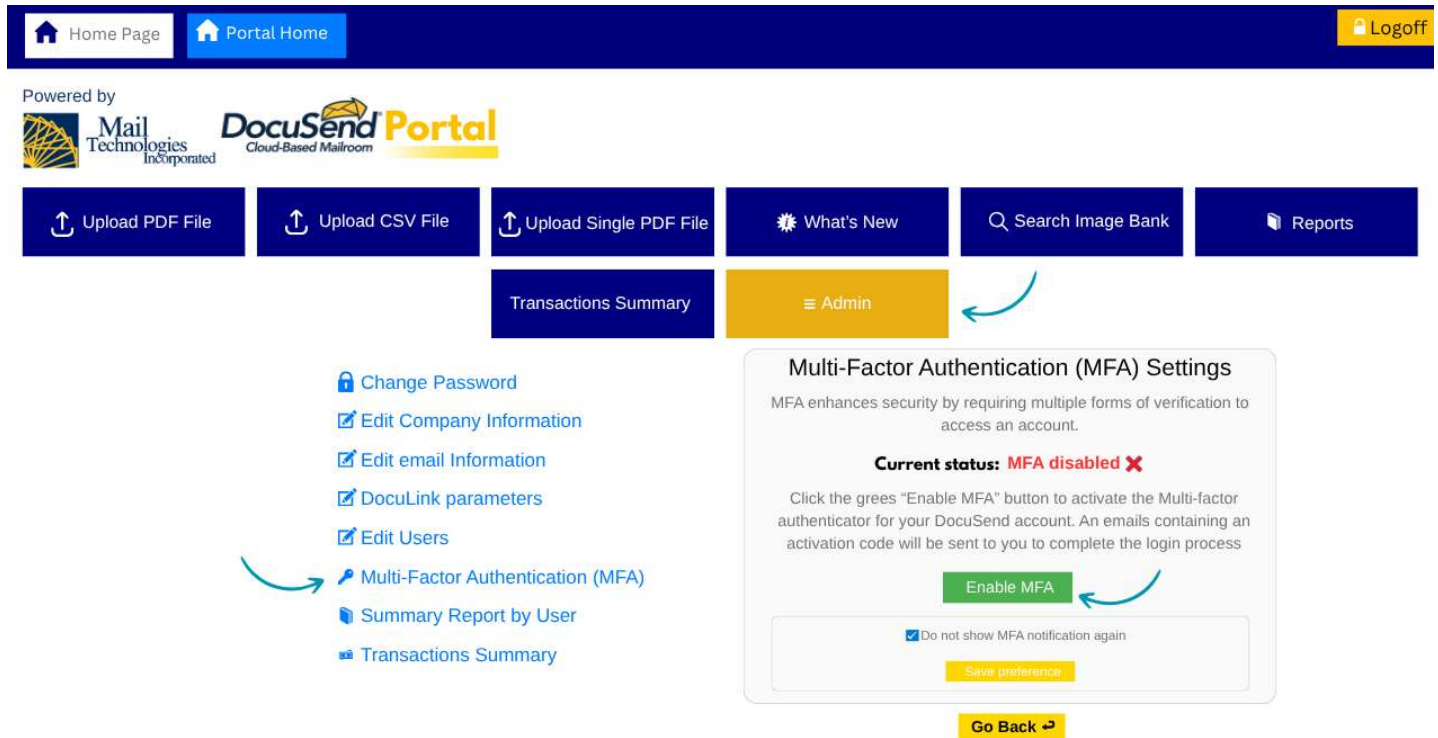
Once both factors are verified, you'll be securely signed in.

Why Use MFA?

MFA greatly reduces the risk of unauthorized access, even if someone knows your password. It protects your account from phishing, password theft, and other cyber threats.

Setting Up MFA

- Log in to your DocuSend portal account.
- Go to **Admin** → **Multi-Factor Authentication**.
- Follow the instructions on the screen.
- Once MFA is enabled, a verification code will be required each time you log in to your DocuSend account.
 - Log out and sign back in to experience how it works.
 - The verification code will be emailed to your registered email address.



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Multi-Factor Authentication (MFA) Settings

MFA enhances security by requiring multiple forms of verification to access an account.

Current status: MFA disabled

Click the green "Enable MFA" button to activate the Multi-factor authenticator for your DocuSend account. An email containing an activation code will be sent to you to complete the login process.

Enable MFA

☒ Do not show MFA notification again

Save preference

Go Back

Disabling MFA

If you decide not to use MFA, you can disable it at any time.

To Disable MFA:

1. Log in to your account (you'll need to complete MFA one last time).
2. Go to **Admin** → **Multi-Factor Authentication**.
3. Select **Disable MFA**.
4. Confirm your choice when prompted.

⚠ Important: Disabling MFA lowers your account's security. We recommend keeping it enabled to protect your information and prevent unauthorized access.

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Multi-Factor Authentication (MFA) Settings

MFA enhances security by requiring multiple forms of verification to access an account.

Current status: MFA enabled ☒

To deactivate Multi-Factor Authentication, click the red 'Disable MFA' button below.

[Disable MFA](#)

☒ Do not show MFA notification again

[Save preference](#)[Go Back](#)