

Enable PassKey

1. Log in to the **DocuSend** portal using your password.

Login

Username

Password

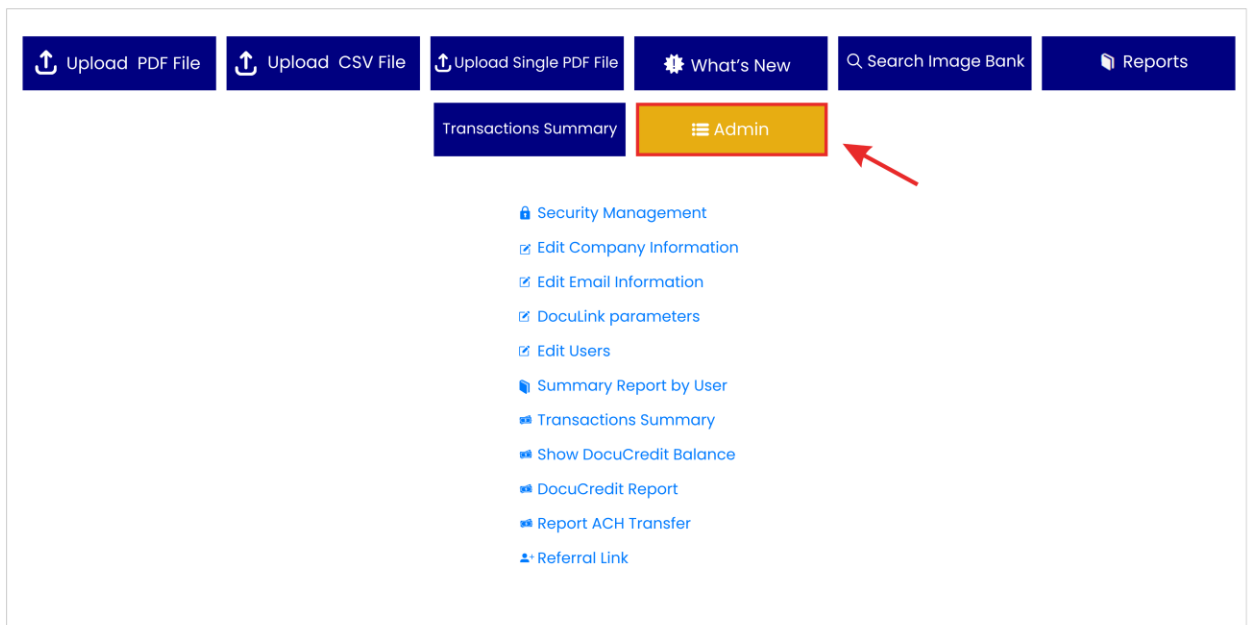
[Login](#)

[Forgot your Password?](#)

Login to access the DocuSend Report Portal for activity updates, the Image Bank for document viewing or the Administration tool to update user access.

Not a DocuSend[®] user yet? Your account will be created when you upload and pay your first file.

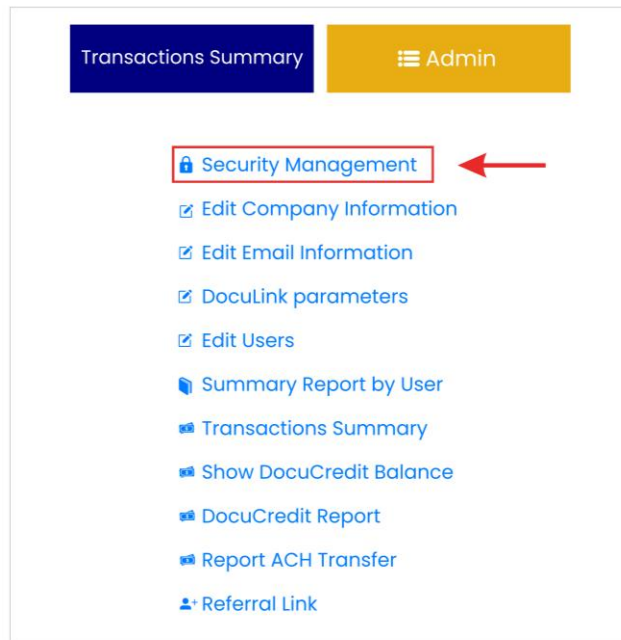
2. Select the **“Admin”** tab.



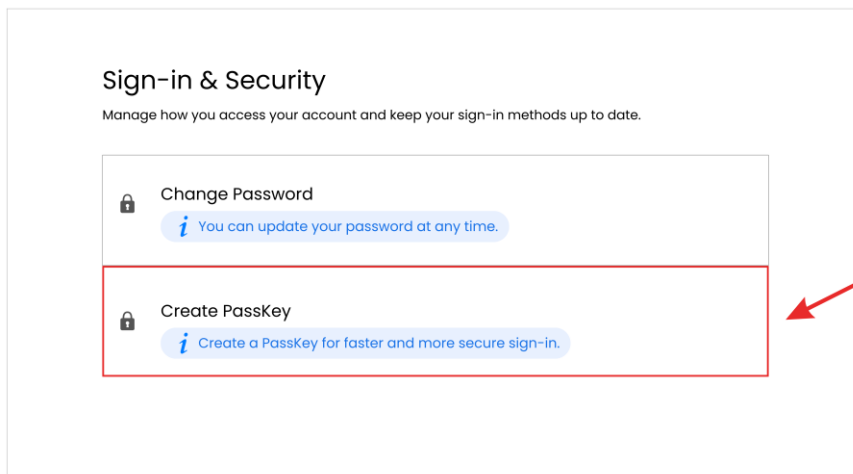
The screenshot shows the DocuSend portal navigation menu. The menu items are: Upload PDF File, Upload CSV File, Upload Single PDF File, What's New, Search Image Bank, Reports, Transactions Summary, and Admin. The Admin tab is highlighted in orange and has a red arrow pointing to it. Below the Admin tab, a list of administrative options is displayed:

- Security Management
- Edit Company Information
- Edit Email Information
- DocuLink parameters
- Edit Users
- Summary Report by User
- Transactions Summary
- Show DocuCredit Balance
- DocuCredit Report
- Report ACH Transfer
- Referral Link

3. Select **“Security Management.”**



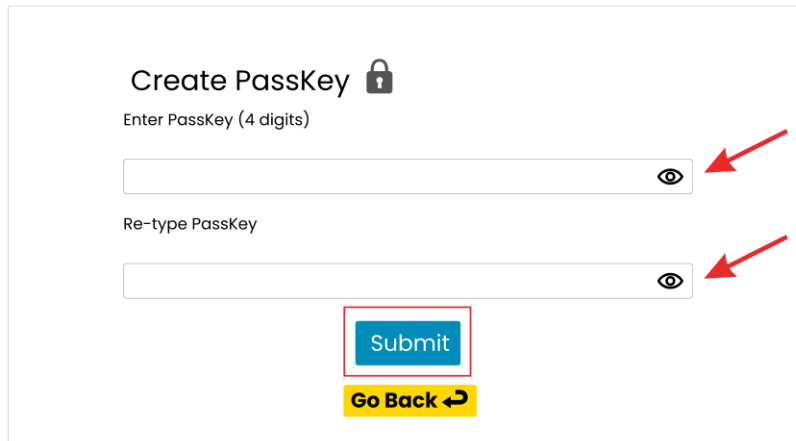
4. In the **Sign-In & Security** section, select **“Create PassKey.”**



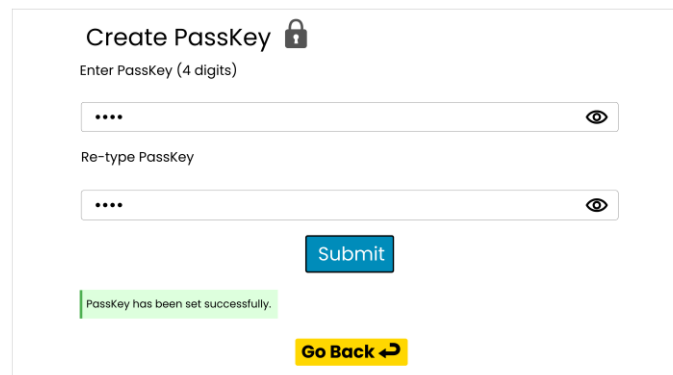
5. **MFA required. Trusted for 15 days.**

After your first verification, MFA won't be required again on this device for 15 days.

6. Enter your 4 digits **PassKey** and re-type it to confirm it. Then Submit.



7. Once this is created in your next login you will have the option to enter with the **PassKey**



8. Next time you try logging in, it will display the following screen, select “Enter with PassKey”.

Login as

DocuSend-Demo

Choose how you want to sign in

Email: customersupport@docusend.biz

Enter with Passkey

Enter with Password

OR

Sign in with another account

[Forgot your Password?](#)

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9. Type your registered Passkey

Login with PassKey

Enter your PassKey

4-digit

Close Login

10. It will require the MFA verification code, which will be sent to the registered email.

Multi Factor Authentication

Enter MFA Code

6-digit code

04:52 Remaining time to enter your verification code.

Verify

Check the inbox of your registered email address. If you haven't received the message, click [Resend Code](#) to have a new code sent to you.

If you ever wish to change your **PassKey** or have forgotten it, you can always login by choosing your password and follow steps 1-2-3 and select “Change PassKey”.

Change PassKey

Enter PassKey (4 digits)

Re-type PassKey

[Submit](#)

PassKey has been set successfully.

[Go Back ↩](#)