

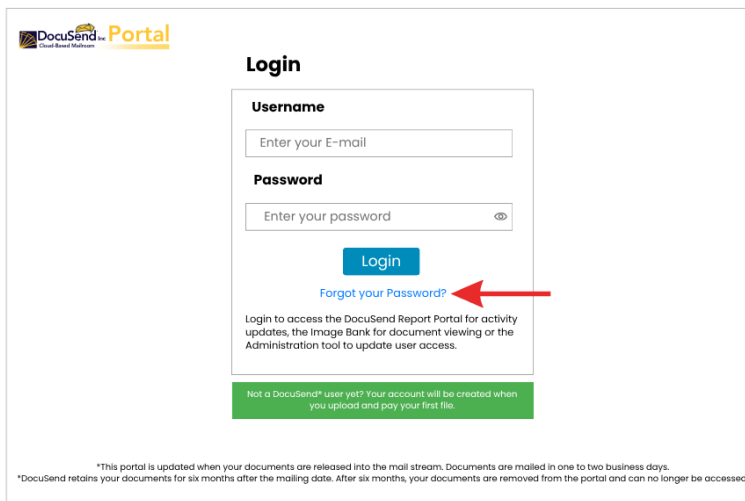
Password Reset Procedure

The portal provides a secure self-service password recovery mechanism. This process ensures that credentials are only delivered to the authorized corporate email address associated with the user account.

1. Self-Service Password Reset (User Workflow)

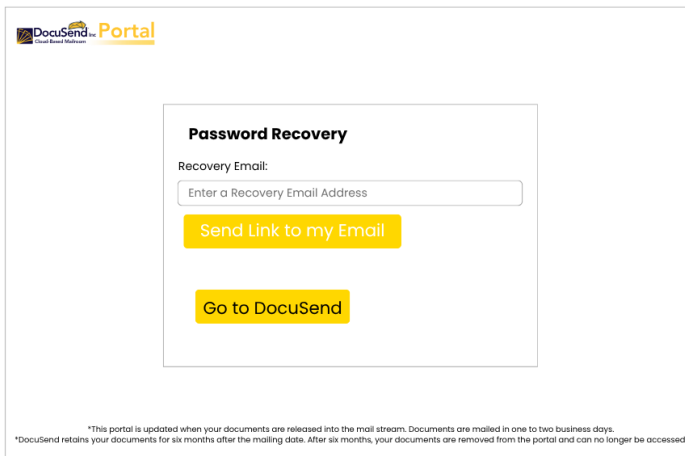
Step 1: Recovery Initiation

The user navigates to the login portal and selects the "Forgot Password" option.



Step 2: Email Validation & Request

The user must provide their registered corporate email address. The system validates the account's existence before proceeding.



Step 5: Completion and Confirmation

Once the new password is saved, the recovery link is invalidated, and the user can proceed to log in using the new credentials.

DocuSend Portal

Password Recovery

✓ Password changed successfully! Redirecting...

New password

✓ **Confirm password**

✓ Passwords match

Password requirements

Minimum 12 characters, must include at least:

- ✓ 12+ characters
- ✓ Uppercase letter (A-Z)
- ✓ Lowercase letter (a-z)
- ✓ Number (0-9)
- ✓ Special character: !@#%&*(){}[:;?,-
- ✓ Allowed specials: !@#%&*(){}[:;?,-

Reset password & sign in

[Back to login](#)