Getting Started with DigaSign Registration and Activation

Installing DigaSign:

1. Download the DigaSign installation program from http://www.wwnotary.com/

2. Close all applications on your computer.

3. Launch the installation program.

4. On the preliminary *Welcome to the Installation Wizard* window, click **Next** to continue.

5. On the *Destination Folder* window, click **Next** to accept the default folder – OR – Click **Change** to select or create another folder, then click **Next**.

6. On the *Ready to Install the Program* window, review the information and, when read, click **Install**. The *Installing DigaSign* window displays with a status bar indicating the progress of the installation. When the installation is finished, the **Next** button will be enabled. Click **Next**.

7. On the *InstallShield Wizard Complete* window, click **Finish**. When prompted, click **Yes** to restart your computer.

Installing the Signature Pad:

1. Plug the biometric signature pad into a USB port on your computer (after running the installation).

2. Follow the *Add New Hardware* wizard to install the signature pad.

Registering DigaSign:

1. Connect to the Internet.

2. Double-click the DigaSign icon located on your desktop.

3. On the *DigaSign Login* window, click **Registration**.

4. Click **Next** to begin the Registration Wizard.

5. On the *Product Key* window, enter your product key(s). Your product key(s) should be residing in your email inbox. Click **Next**.

6. On the *User and Company Information* window, enter your information in all required (highlighted) fields. Click **Next**.

7. On the *Notary Commission(s)* window, add all commissions. Make sure you enter your name exactly as it is listed on your commission. **(Notary users only)** Click **Next**.

8. On the *Account Activation* window, select the type of transaction billing account you need. With the purchase of **DigaSign Designer**, **DigaSign Signer**, and **DigaSign Notary**, there is a $10.00 credit towards initial transaction fees. Once the $10.00 credit has been used, the user will be prompted to enter billing information. Accounts are billed monthly based on the number of transactions conducted. The types of billing accounts for transaction fees are:

   Single User – Allows an individual user to assume financial responsibility for posting and signing transactions.
   Multiple User – For 10 or more users, multiple-user billing accounts are available to allow a business to assume financial responsibility for the transactions conducted by all users. To acquire a multiple user account, contact World Wide Notary. Click **Next**.

9. Select your printer in the window that displays.

10. On the *Driver's License Verification / Affidavit of Identification* (DLV) window,
    REVIEW THE INFORMATION FOR ACCURACY!

    The information contained on this document will be used as part of the authentication process.

    Click **Back** to change any needed information. Once the information is correct, click the **Print** icon on the toolbar.

11. Carefully review all information on the printed form. Click **Finish** to save the changes.

12. Follow the instructions from the message window and on the DLV/Affidavit of identification form. Along with this form, you will need to fax any state required authentication documents such as: State Commission Certificate, State Authorization Form, etc.
    Once your information has been verified, you will receive a confirmation email with your initial password within 1 to 2 business days. Keep this email in a secure place for future reference.

Initial Login:

1. Connect to the Internet.
2. Double-click the DigaSign icon located on your desktop.
3. From the *DigaSign Login* window, enter the username and password sent to you in the account activation email and click the **Login** button with the green arrow (or press the Enter key).
4. From the *Initial Login* Wizard, Click **Next**.
5. Read the DigaSign User Agreement. Click **Accept** to accept the terms, then click **Next**.
6. Read the DigaSign Privacy Policy. Click **Accept** to accept the terms, then click **Next**.
7. Change your password and add a password reminder. Click **Next**.
8. Choose if you want text to display underneath the Toolbar buttons. Click **Next**.
9. Sign the signature pad exactly as it appears on your commission certificate (**Notary users only**). Click **Accept** and then **Next**.
10. Review your information and click **Finish** to save changes.