



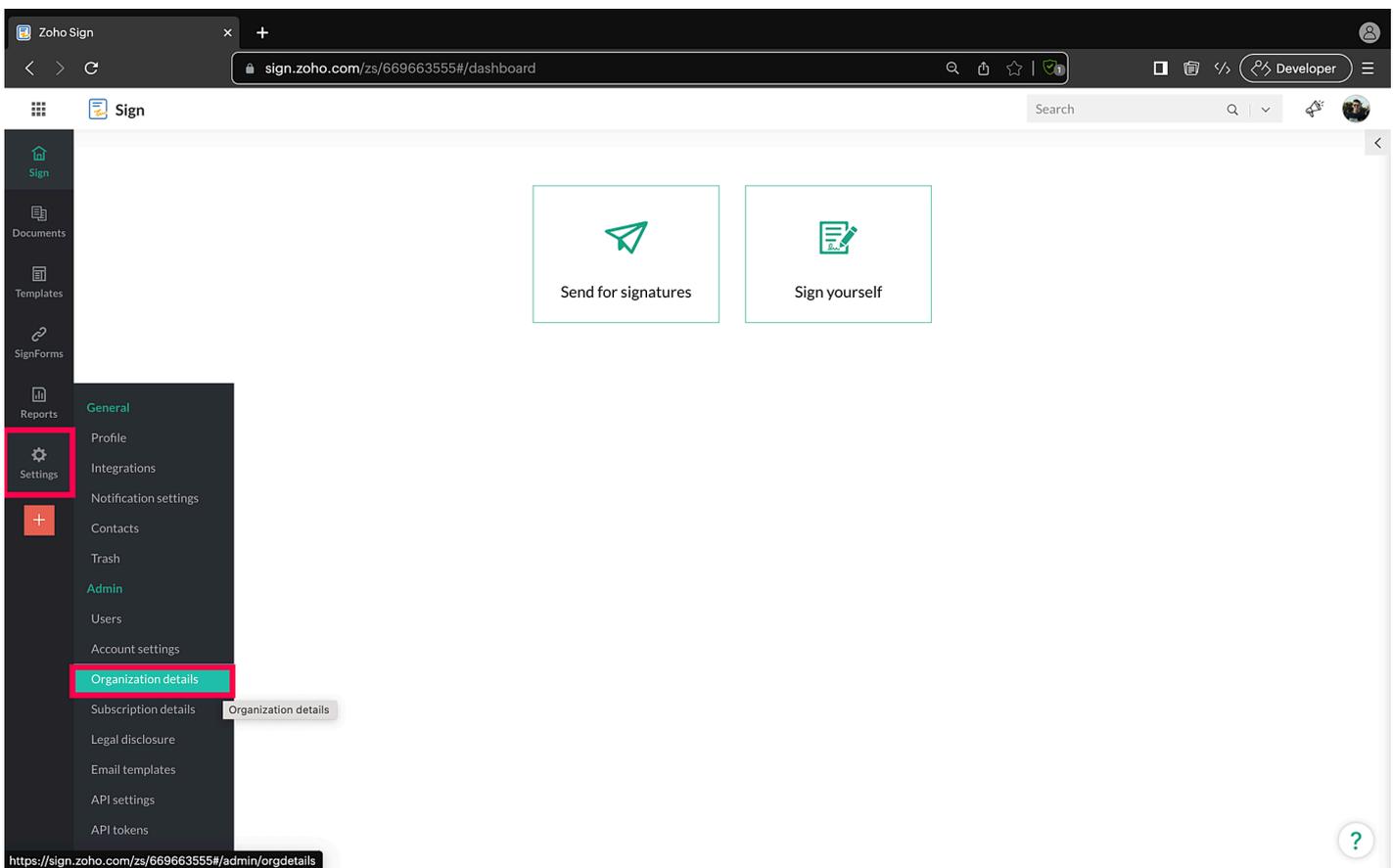
Zoho Corporation

Setting up your Zoho Sign account- Organization Details

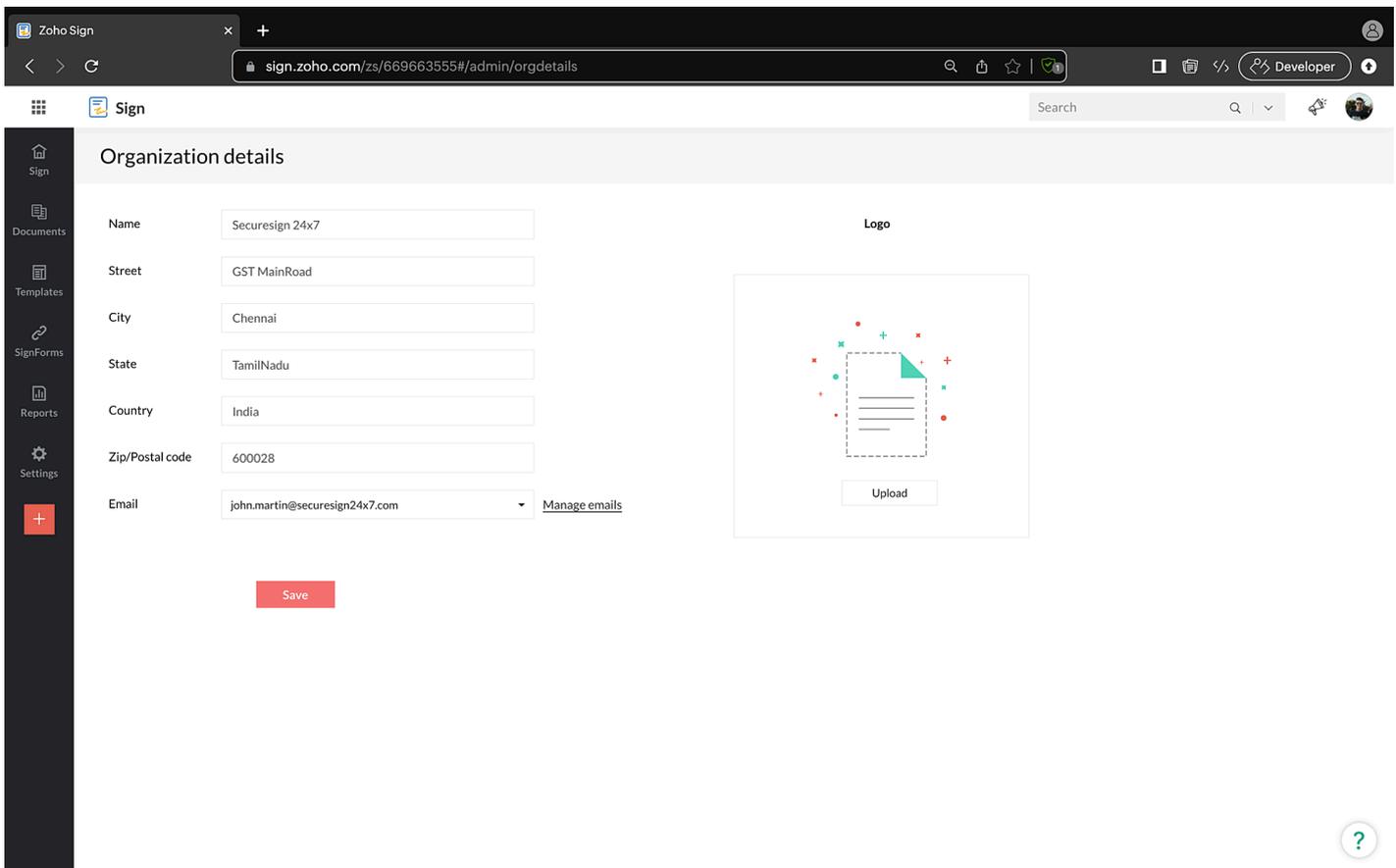
If you are the administrator of your Zoho Sign account, you can change the details of the organization at any time.

Steps to change the organization details

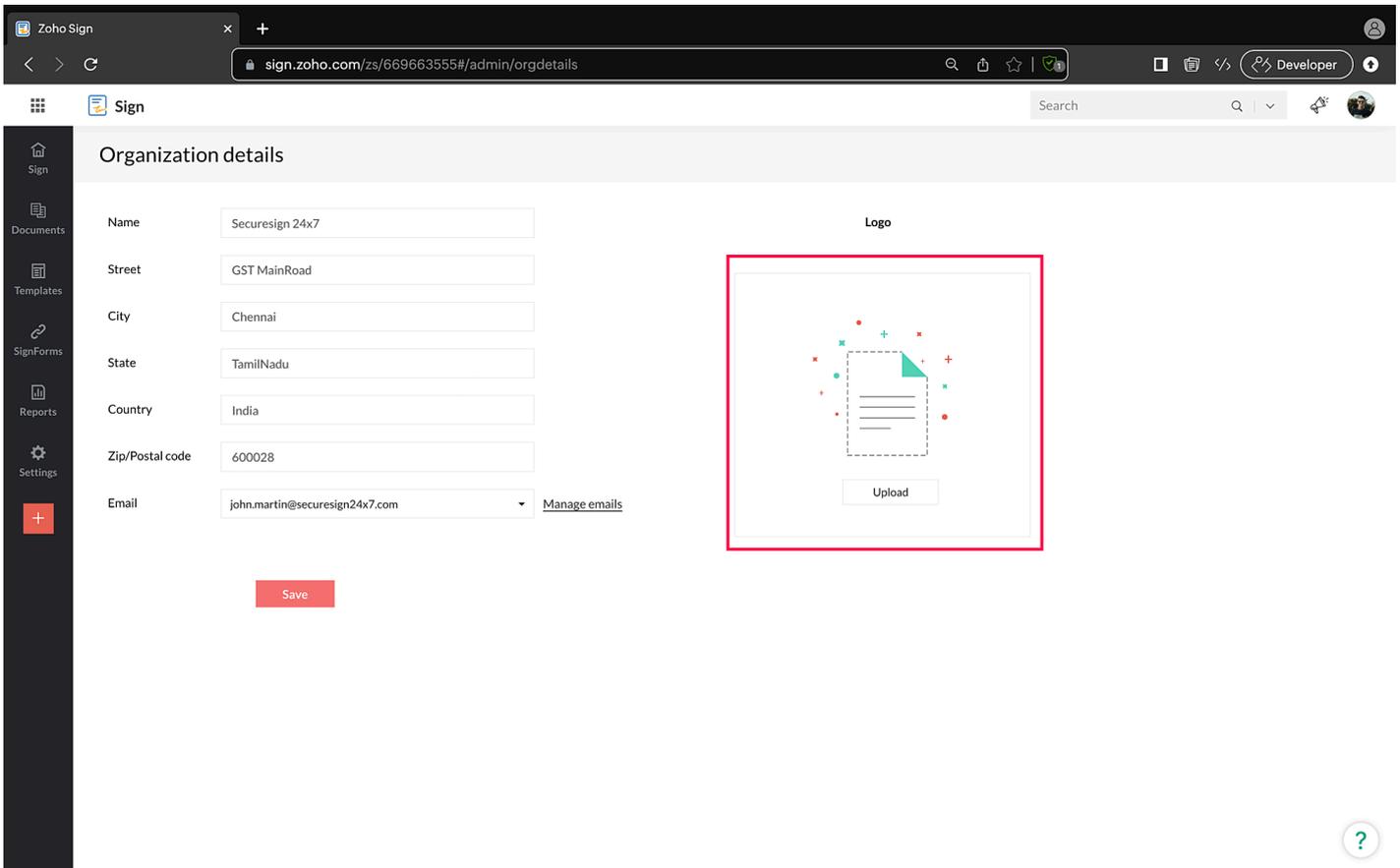
- Hover over *Settings* and click **Organization details**.



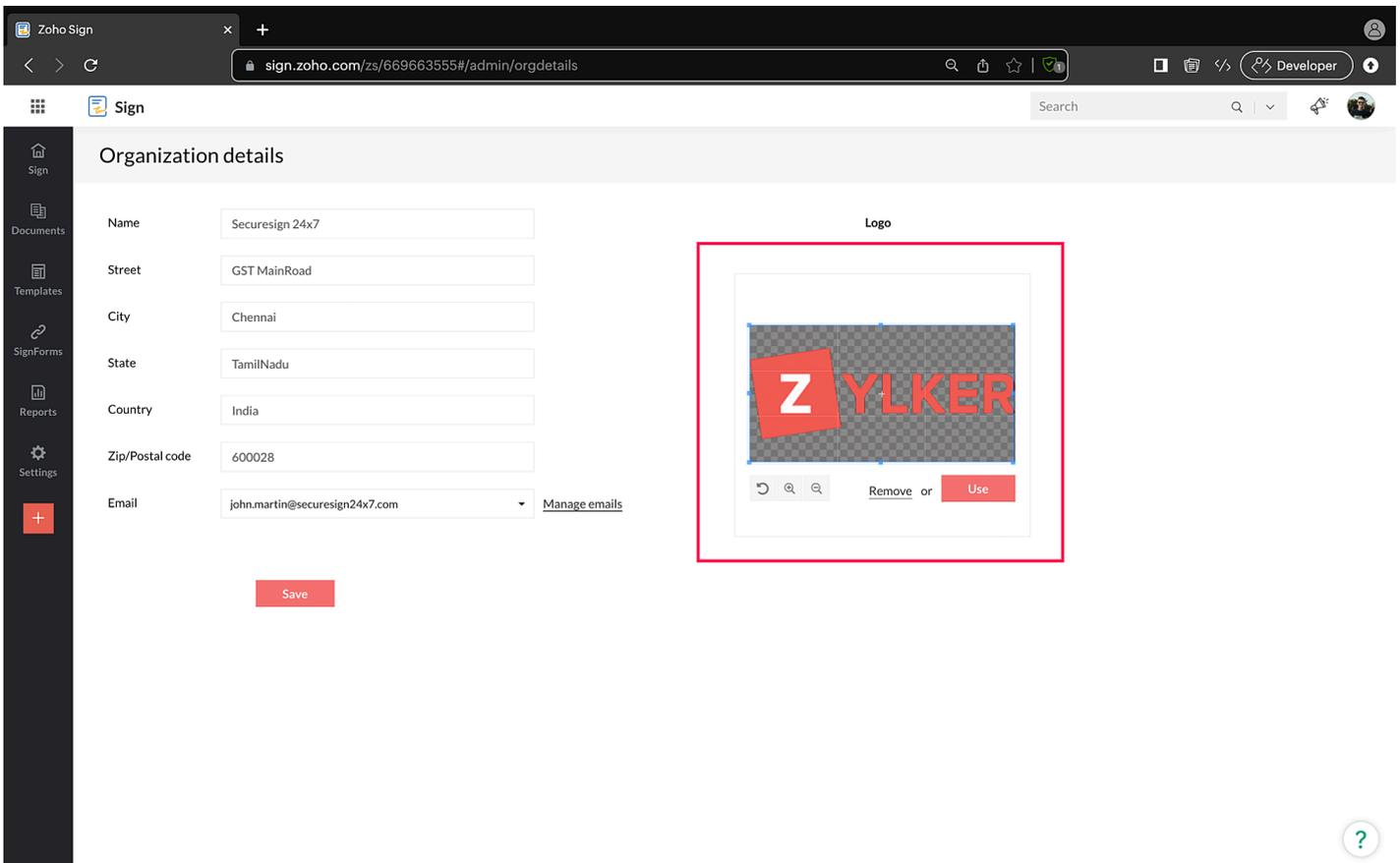
- Enter the organization details in the form fields and click **Save**.



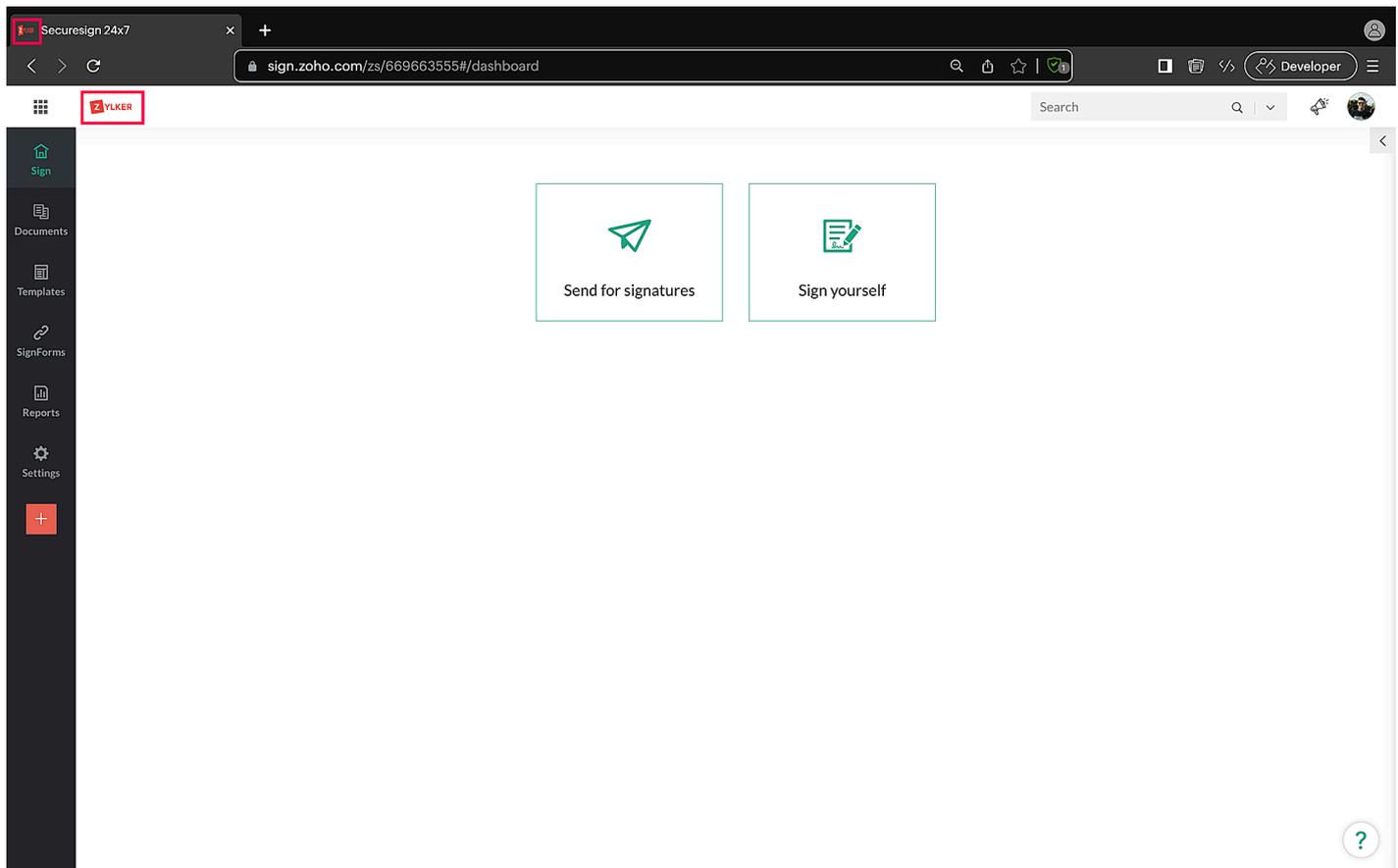
- Customize your Zoho Sign account and send requests and automated notification emails from Zoho Sign using your company's logo.
- Click **Upload** and insert your company logo from the local drive.



- You can choose to resize, crop, rotate, or zoom your logo in the editor.
- Once done, click **Use**.



- Your company and the favicon logo will be shown on your Zoho Sign account as given below



Accepted logo size range - 1 kB to 500 kB
Accepted signature formats - 'jpg','jpeg','png'