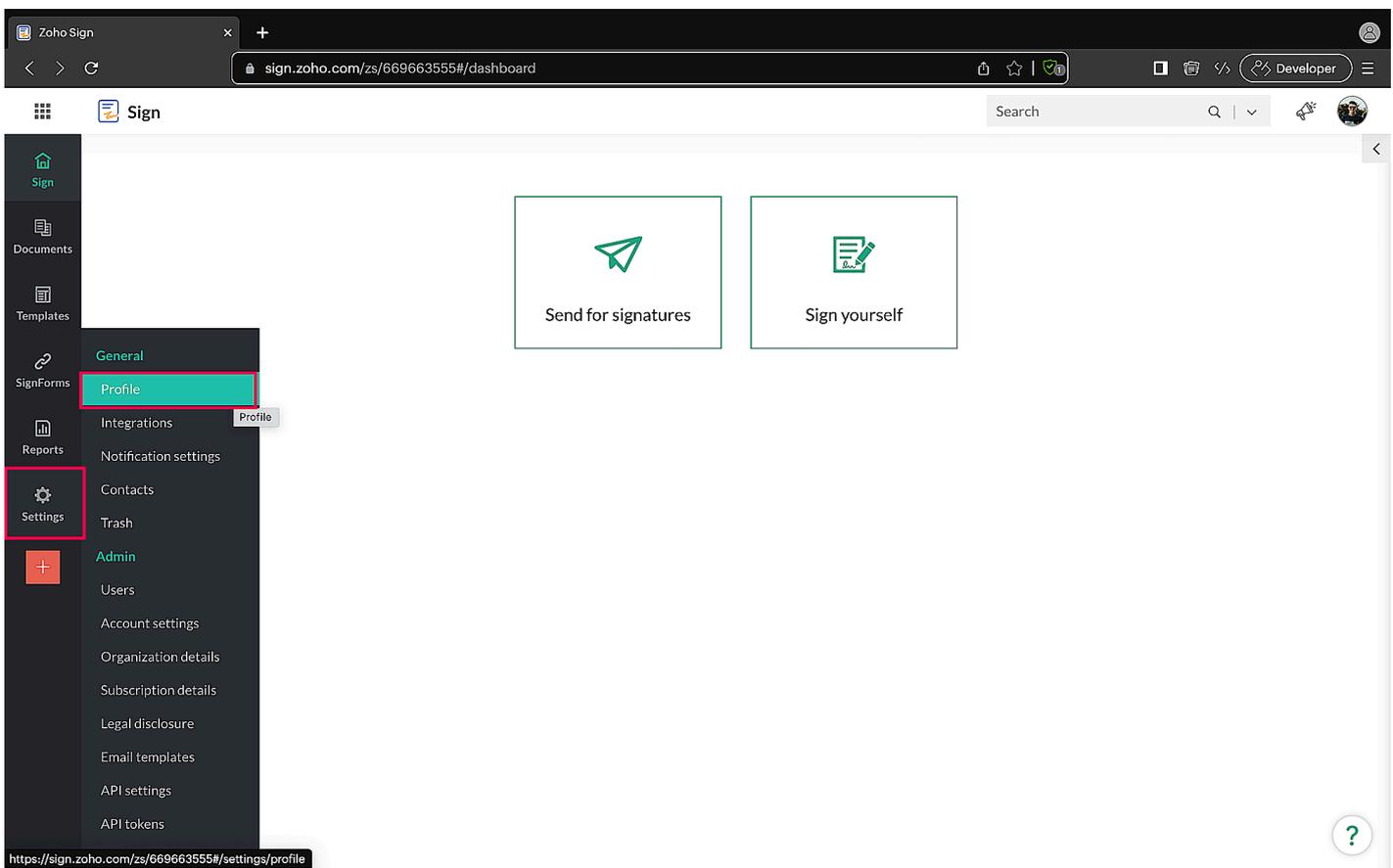


Setting up your Zoho Sign account- User Profile

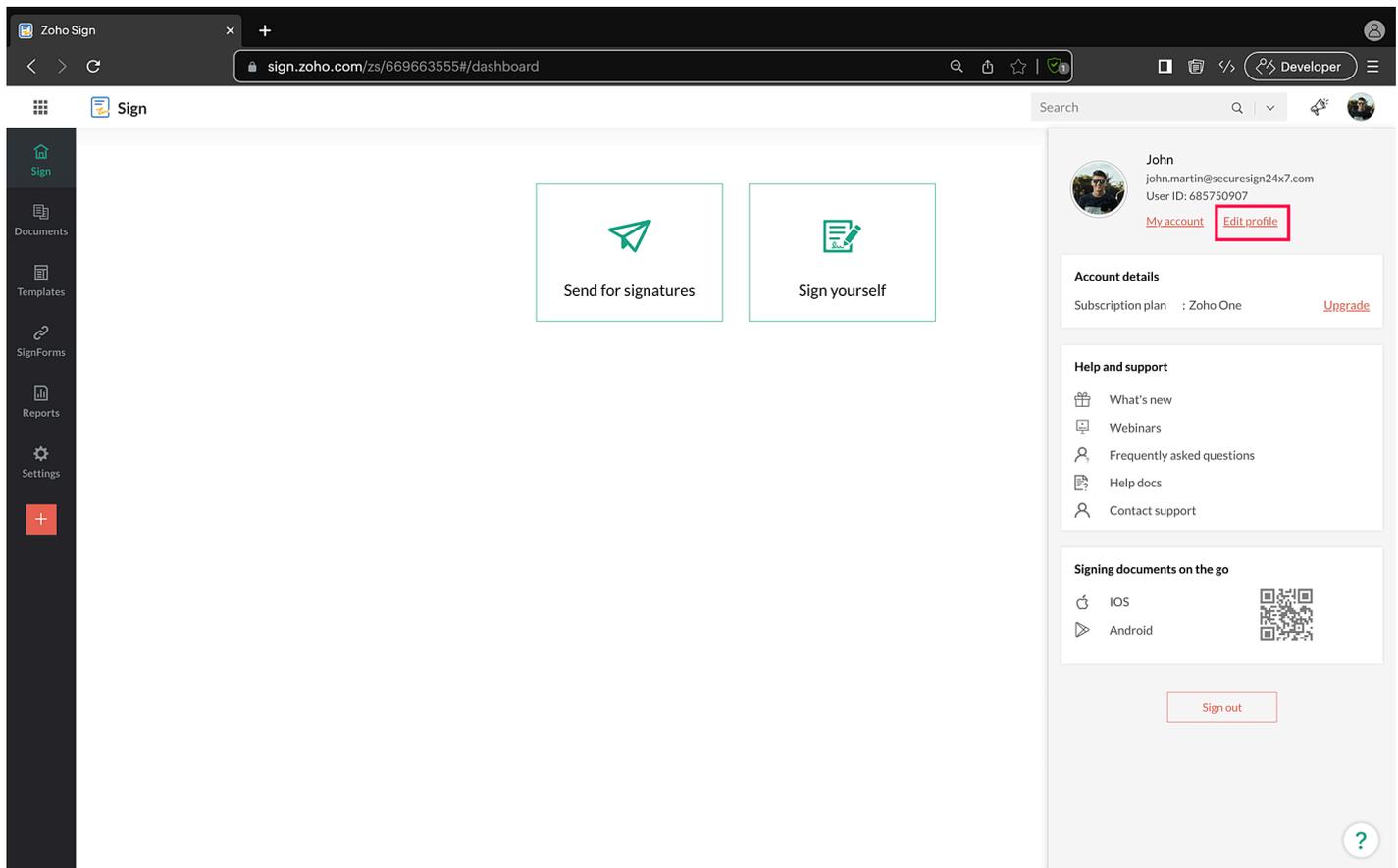
This page will allow admins and users to update their profile details anytime.

Set up your user profile

- From your Zoho Sign dashboard, hover over *Settings* on the left navigation pane and click **Profile**.



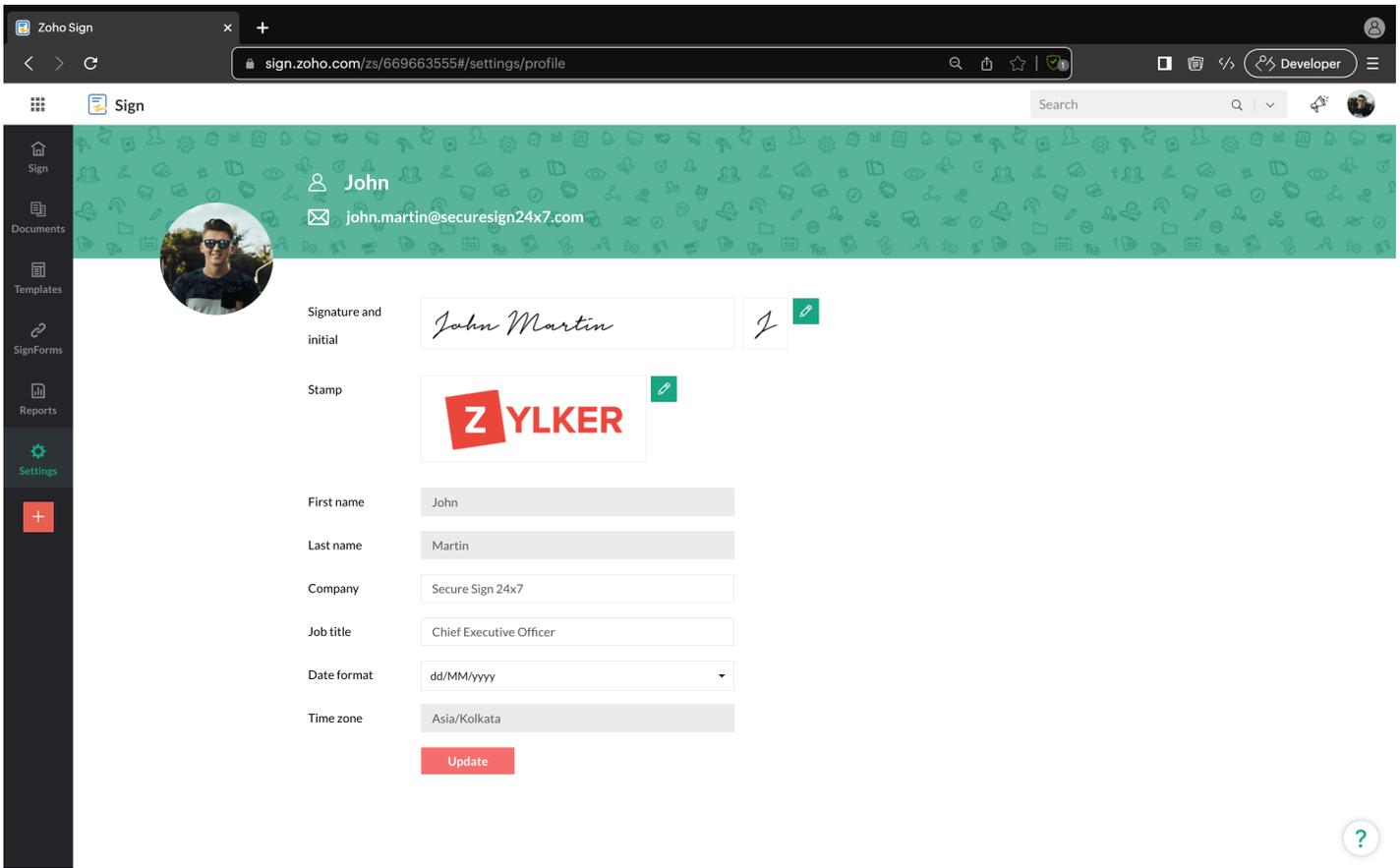
- Alternatively, click the user icon in the top-right corner and select **Edit profile**.



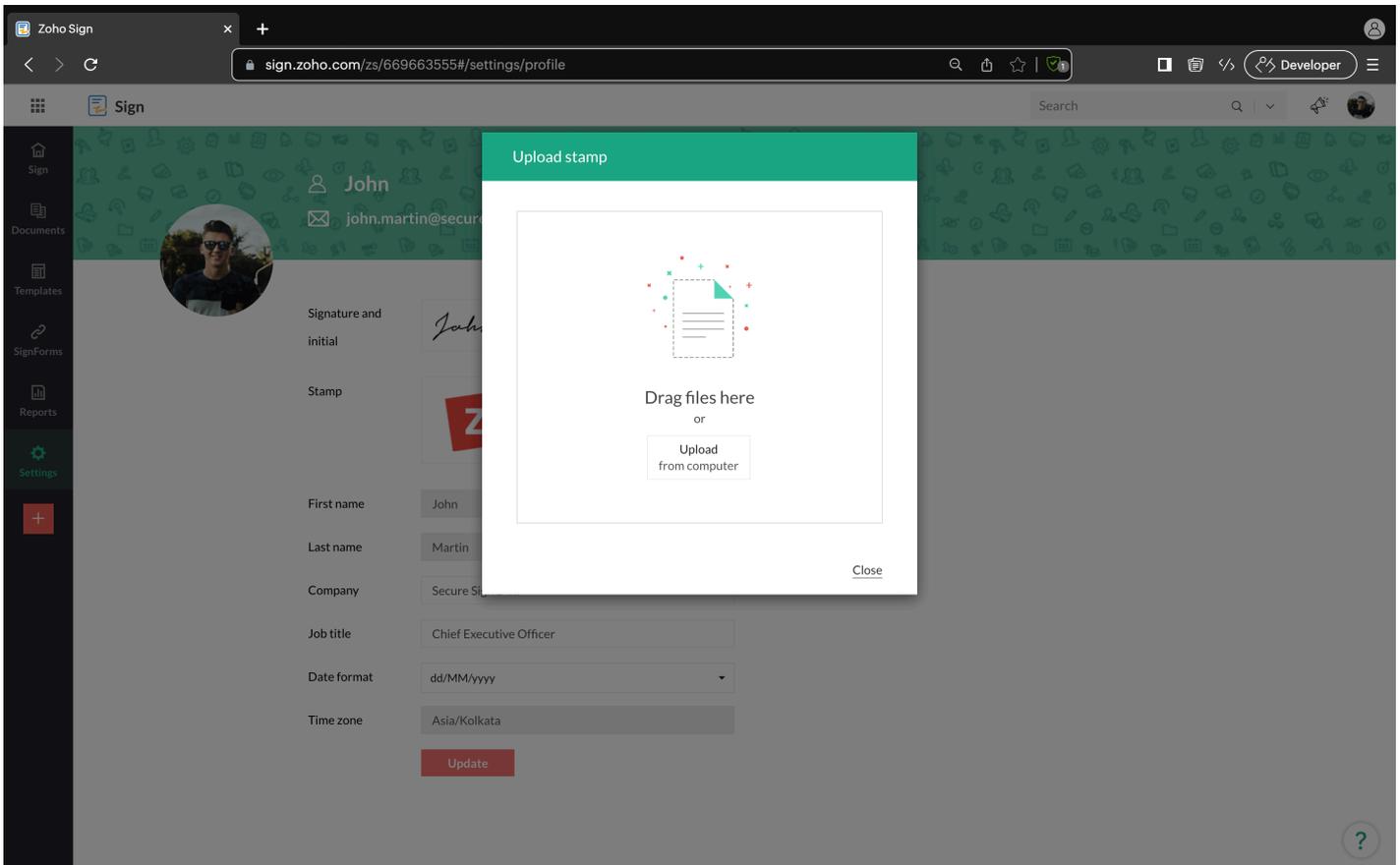
Update your Personal Details

 Your first name, last name, and profile picture will be auto-populated from your Zoho Account details. You can change them only through your Zoho account settings.

- Edit your company name, job title, and the date format anytime in the profile page.



- Drag and drop or upload your company's stamp by clicking the pencil icon near the respective field.



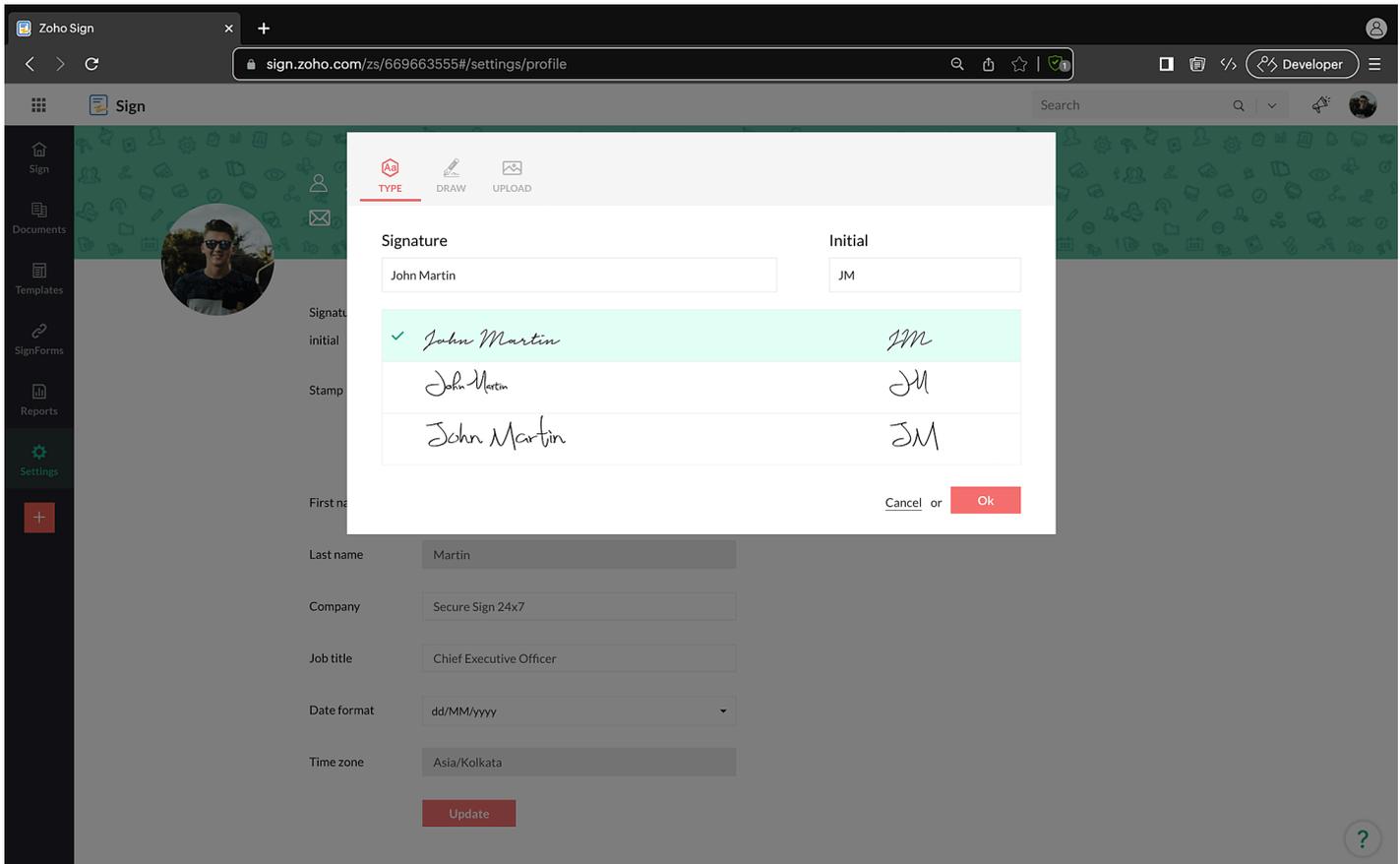
Set up your signature

An electronic signature or e-signature is one of the most fundamental components of digital signing.

- Click the pencil icon near the signature and initial fields to open the signature wizard.
- Select the preferred method of signing-

a. *Type:*

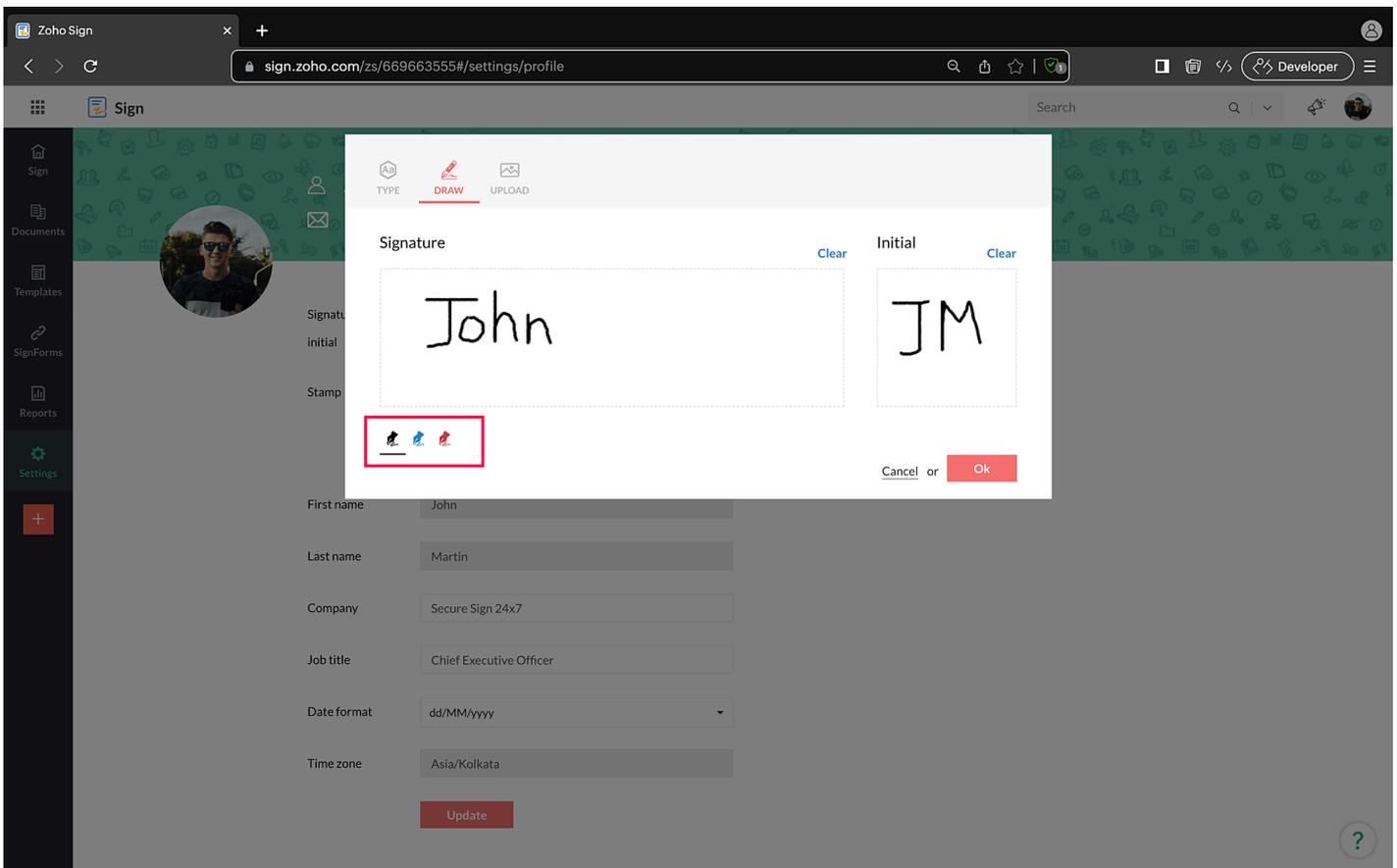
Click **Type** at the top, pick a font style from the application's default set of styles, type out your signature and initial, and click **OK**.



b. *Draw:*

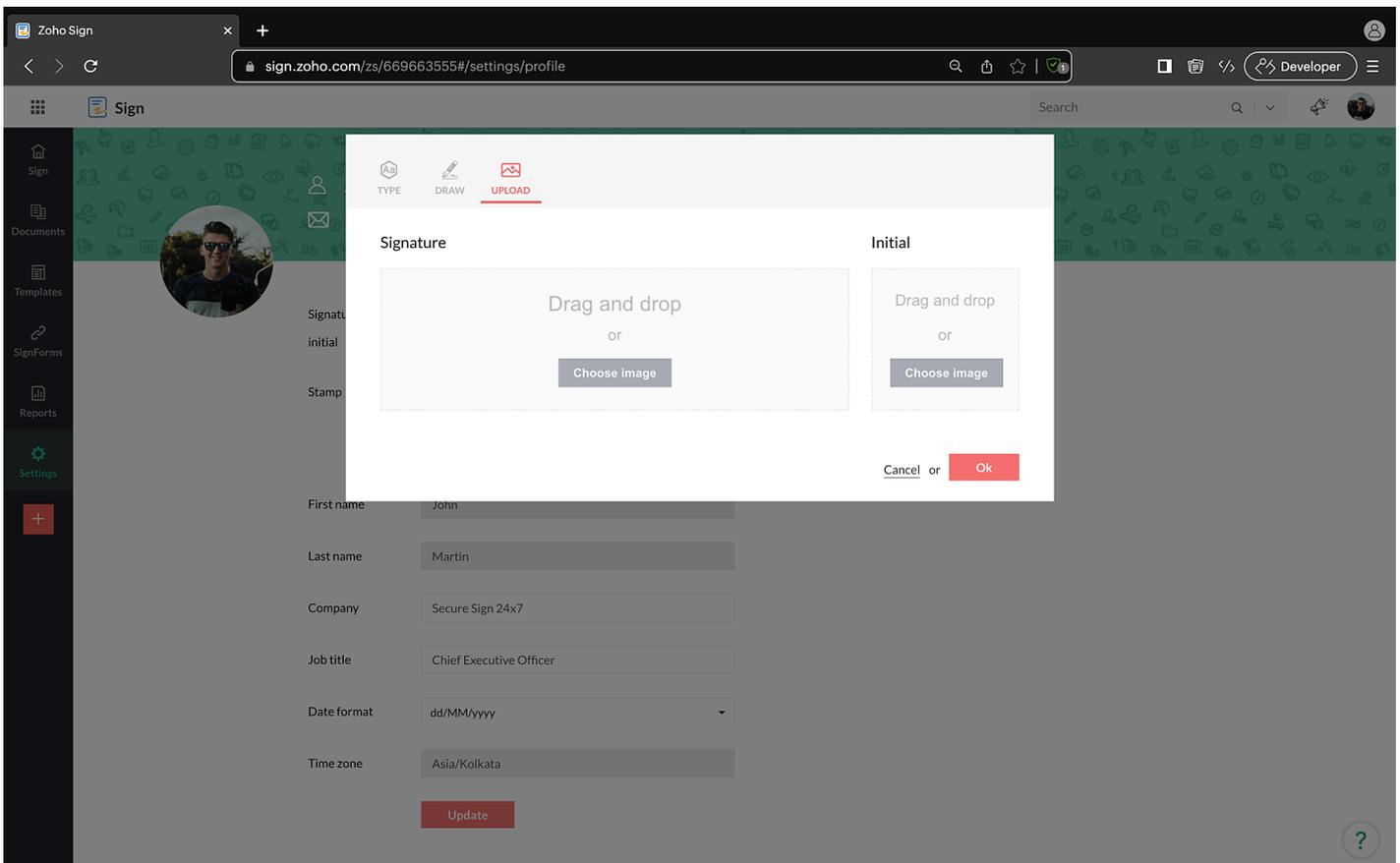
Click **Draw** at the top, draw your signature, and click **OK**.

You can also choose to customize the colour of your signature (black, blue, red).



c. *Upload:*

If you want to upload the image containing your signature, click **Upload** at the top, upload the image, and click **OK**.



 Accepted signature image size range - 1KB to 10MB.
Accepted signature formats - 'jpg', 'jpeg', 'png'.