

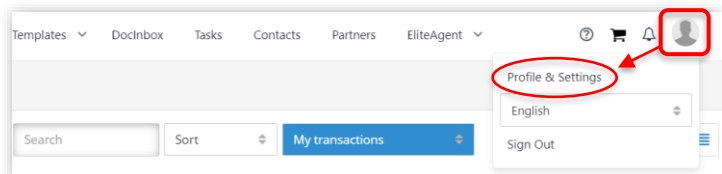
Authentisign, the member benefit signing service, and DocuSign, a third-party paid service, are the available signing services inside your zipForm account. Follow the steps in this guide to set your default signing service.

Set your Default Signing Service in your zipForm Profile

1. Open a browser and login to your zipForm account at www.car.org.



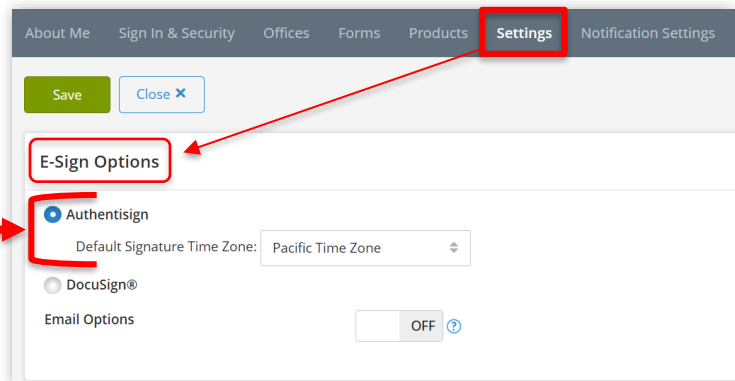
2. Click the photo in the top right corner and select **Profile & Settings** from the menu.



3. Click **Settings** in the gray navigation bar at the top of the page.

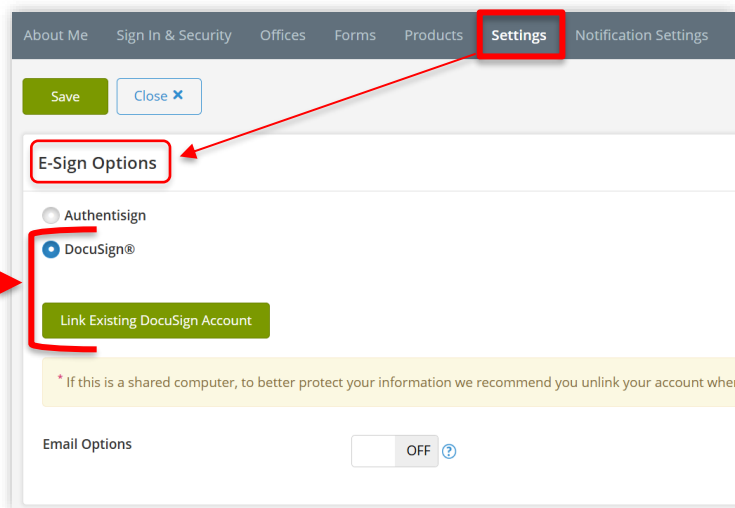
4. Click the button next to one of the following signing services:

- **Authentisign** – this is your member benefit signing service and included in zipForm – use this service at no additional cost.
 - **Default Time Zone** – *(required)* set the default time zone for Authentisign to **Pacific Time**.



- **DocuSign** – this is a third-party *paid* service that integrates with your zipForm account. You are not required to have a DocuSign account.

- Click [Link Existing DocuSign Account](#) and follow the prompts to enter your DocuSign login credentials and link your account.



5. **Email Options** = *(optional)* turn this setting on if you'd like an email notification when signed documents are returned to your zipForm transaction. *(Setting is off by default)*

6. Click [Save](#) at the top left to save your changes.

7. Click [Close](#) in the top left corner to exit your profile.