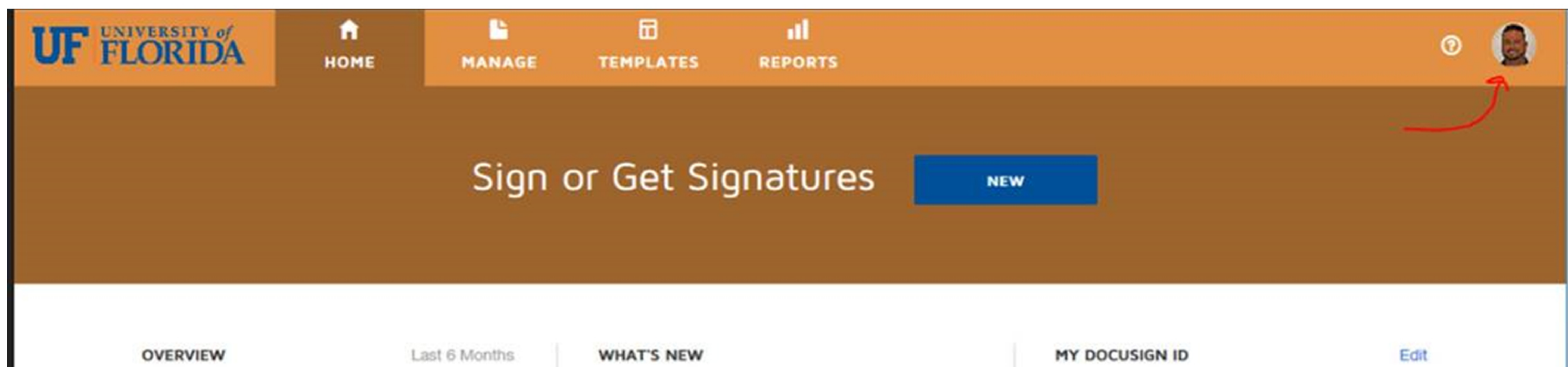
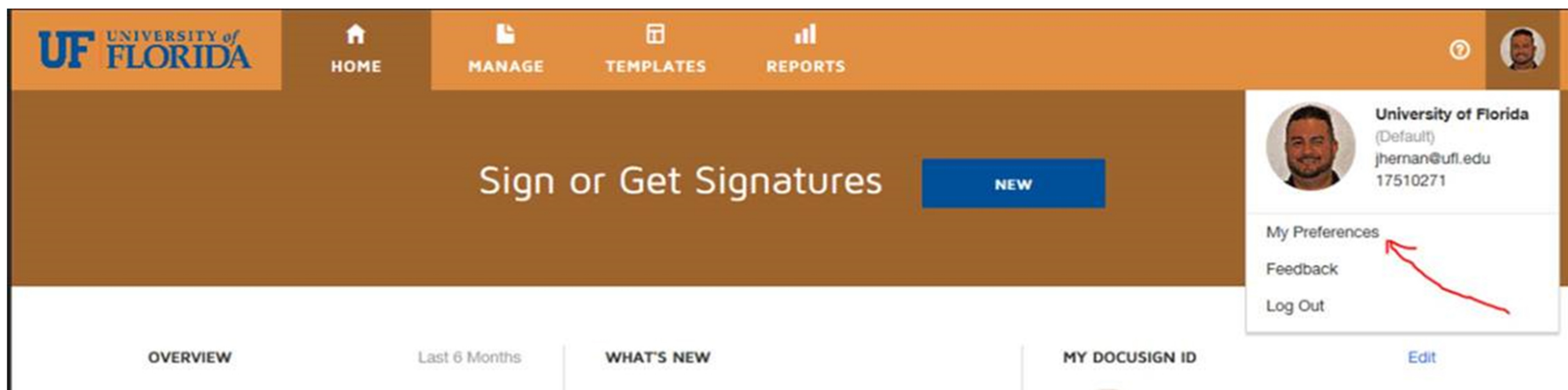


Step 1: Log in to DocuSign

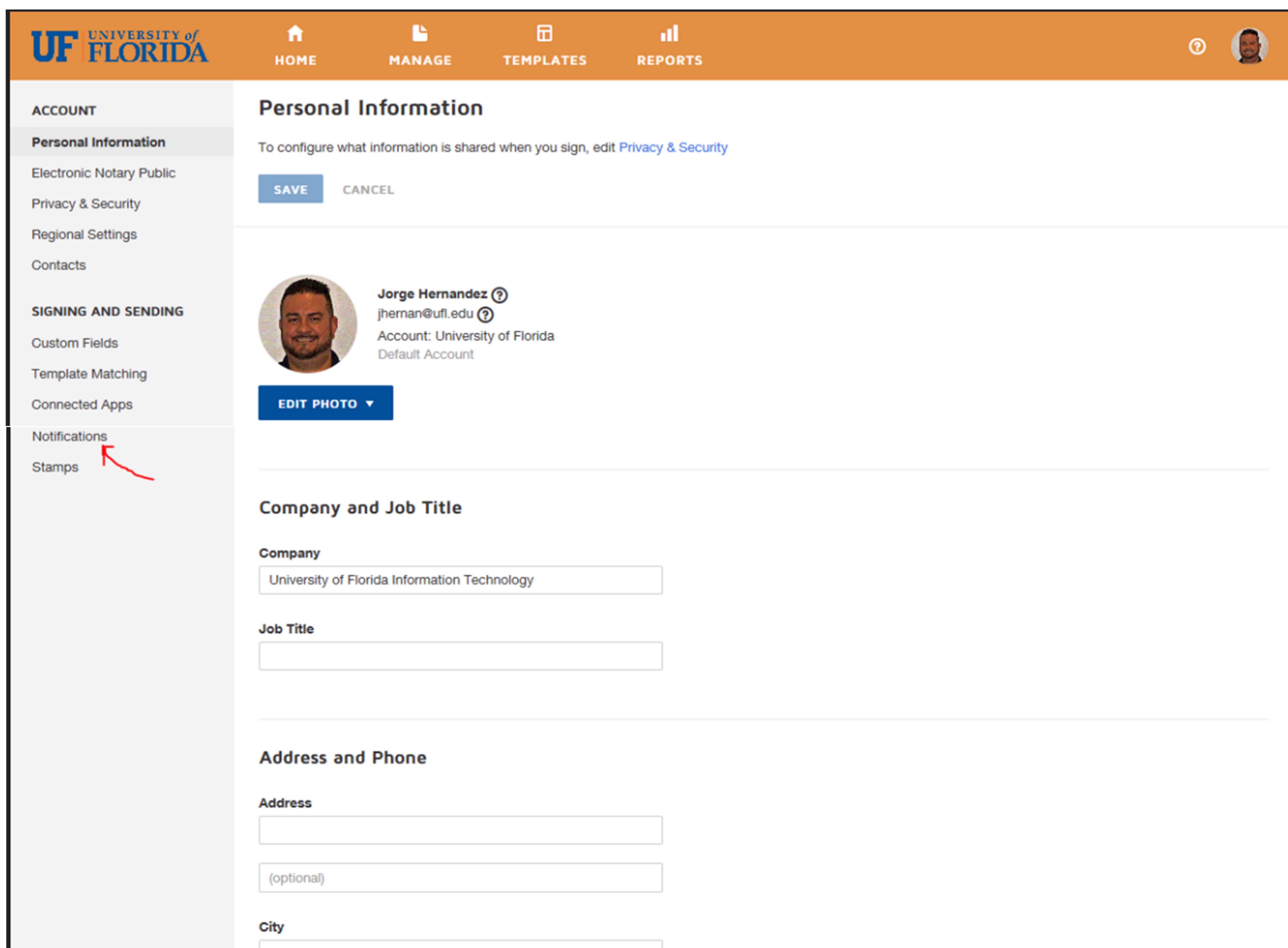
Step 2: Select "face/circle" icon in the upper right hand corner



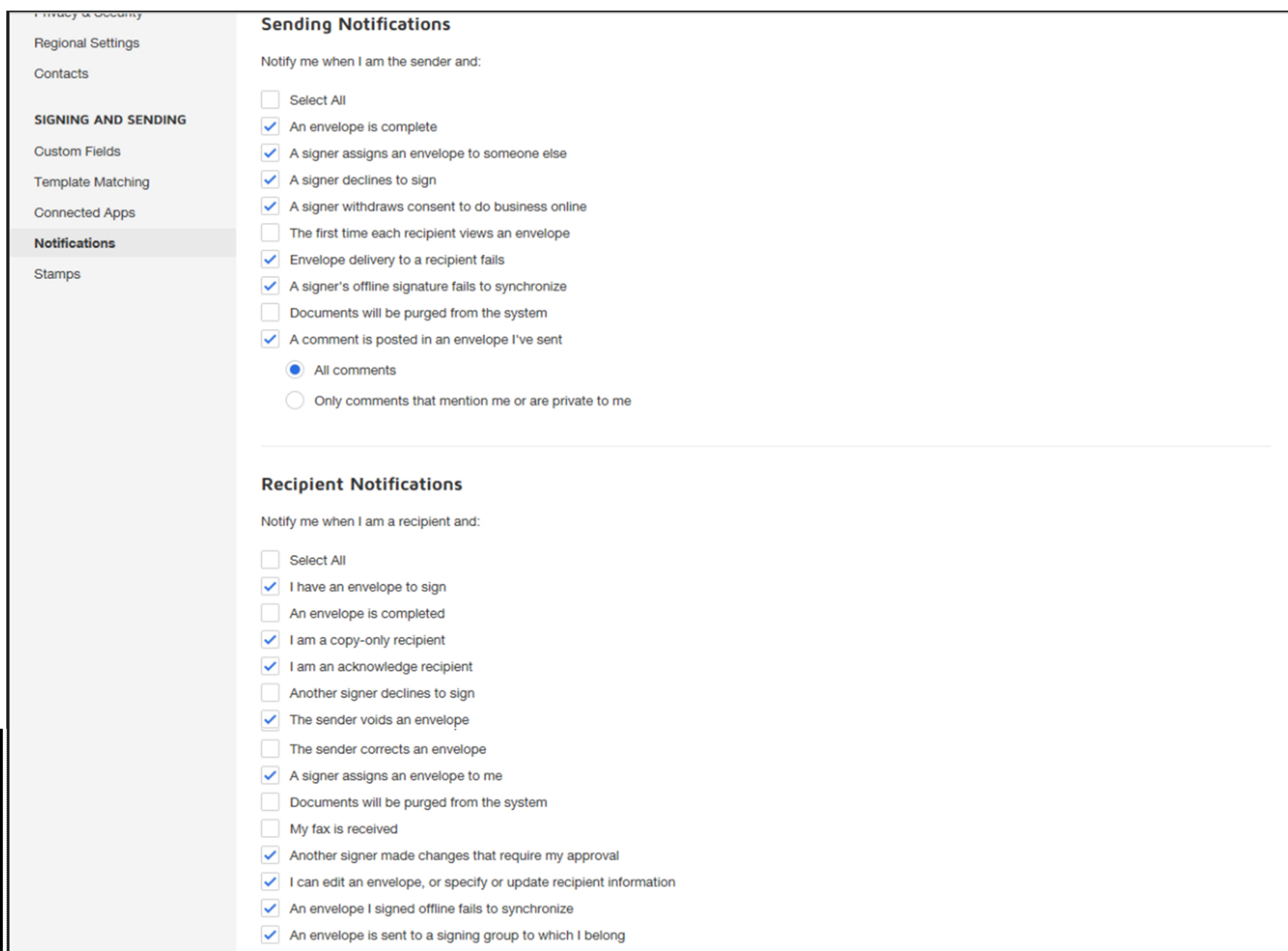
Step 3: Select "My Preferences"



Step 4: Select "Notifications"



Step 5: Select or uncheck the Notifications you would like to receive!



If you should have any questions please let IT Know and we will try to help you with the process.