



INSTRUCTIONS for PARENTS- Opening an Account

You are about to receive an email inviting you to join Signmee

In the information you will receive; You will find towards the bottom the form the following:

..... **Response form**

Create Signmee Account

Create an account now

Yes, I would like to create an account now

When you select this the following screen will pop up

Confirm Connection

Hi there.
You can connect an existing account (if you have one) or create a new account.

Already using Signmee? **New to Signmee?**

I have a Signmee account I'm new to Signmee

Select I'm **new to Signmee**

Once selected it will take you to this screen

Signmee

Create a new Signmee account

First name Last name
Laddy Signmee

Email (Signmee user name)
laddysignmee@gmail.com

Password

Confirm password

Where are you from, so that we can set your date format and country prefix
Australia

Mobile (for Signmee Text alerts)

Security info to help you to protect and access your account
Please provide your mobile telephone number and an alternative email address.

Mobile

Alternative email address

I have read and understand the [Terms of Use](#) and [Privacy Policy](#), and agree to comply with, and be bound by them.

Register

Passwords here

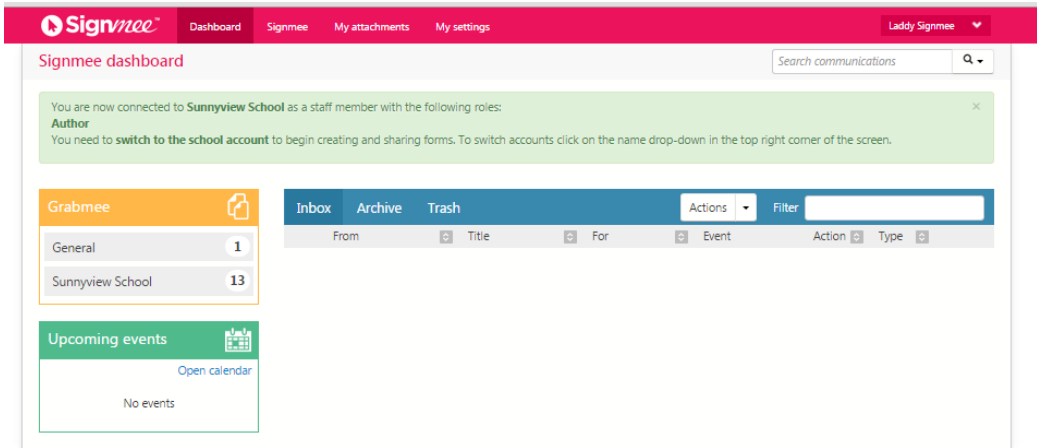
Change to New Zealand

As long as you put a mobile number in here.
You do not need to fill this area in.
If you don't put in a mobile number you will be asked to
fill in either a mobile or alternative email address

Once you have created your password, you will have a personal Signmee Inbox. This is where all your forms will be stored.

My Signmee Inbox:

You can access your forms in Signmee at any time. Go to www.signmee.com and click on the 'Log in' at the top of the screen. Once you sign in with your log in details, you will have access to your Inbox.



Signmee alerts:

When we send a form to you, you will receive an email alert, with a link to the form. At times we may also send an SMS alert, which will also have a link to a Signmee form (available for smart phones)

Problems and support

If you have any problems creating an account or accessing a form, simply click on the help icon in the bottom right corner of the screen. Type in the issue you are having and use the camera/screen shot icon to send an image of the issue back to the support team. You can also visit the knowledge base for FAQs - <https://meesys.uservoice.com/>

