Getting Started - Account Setup
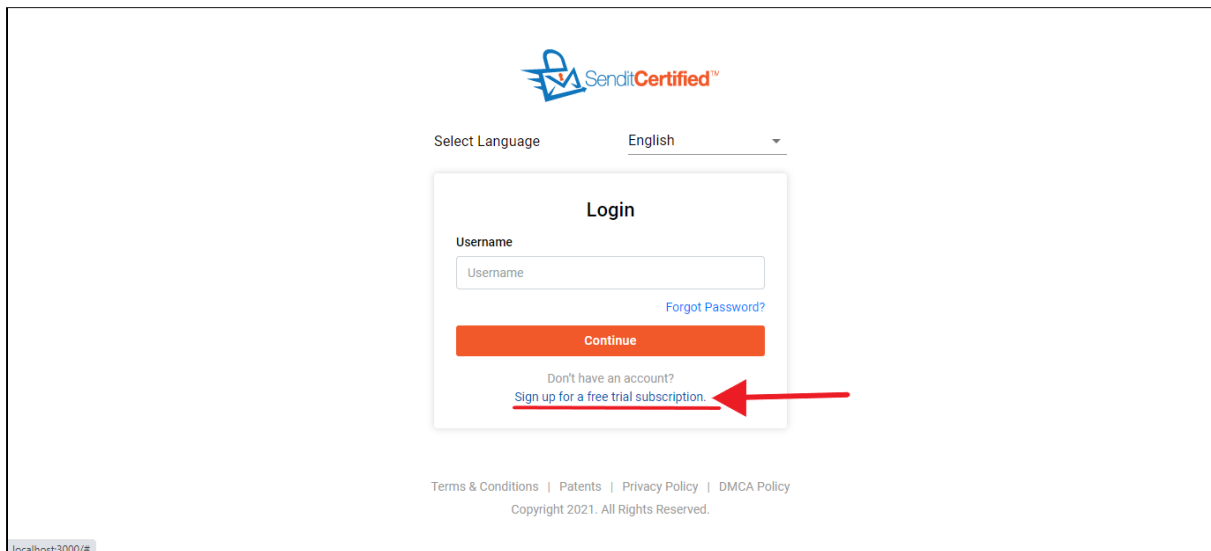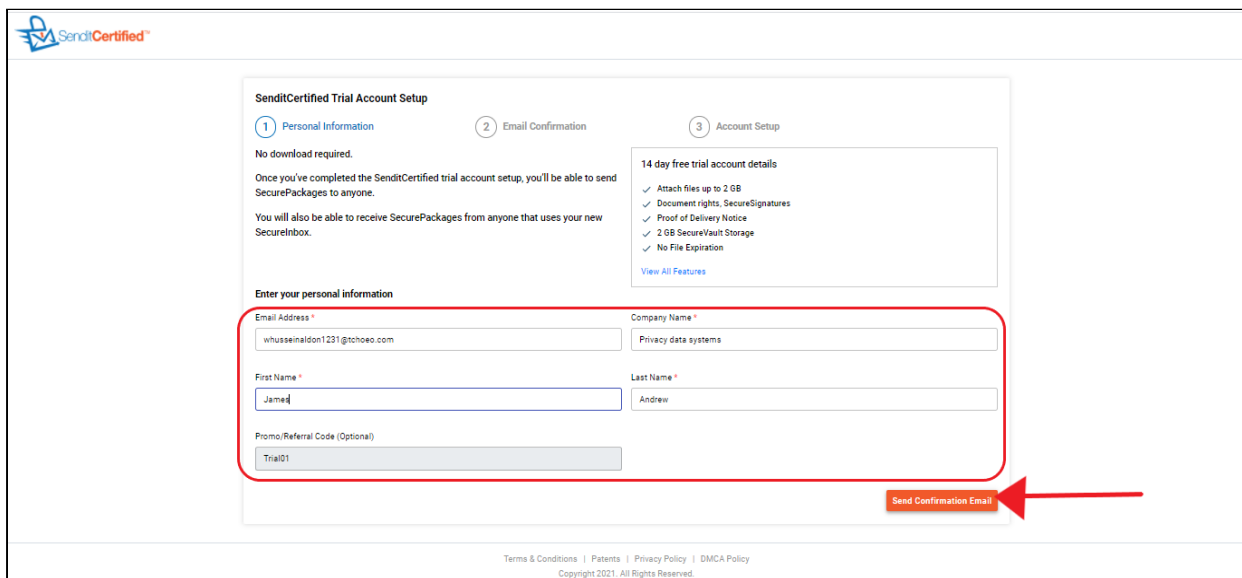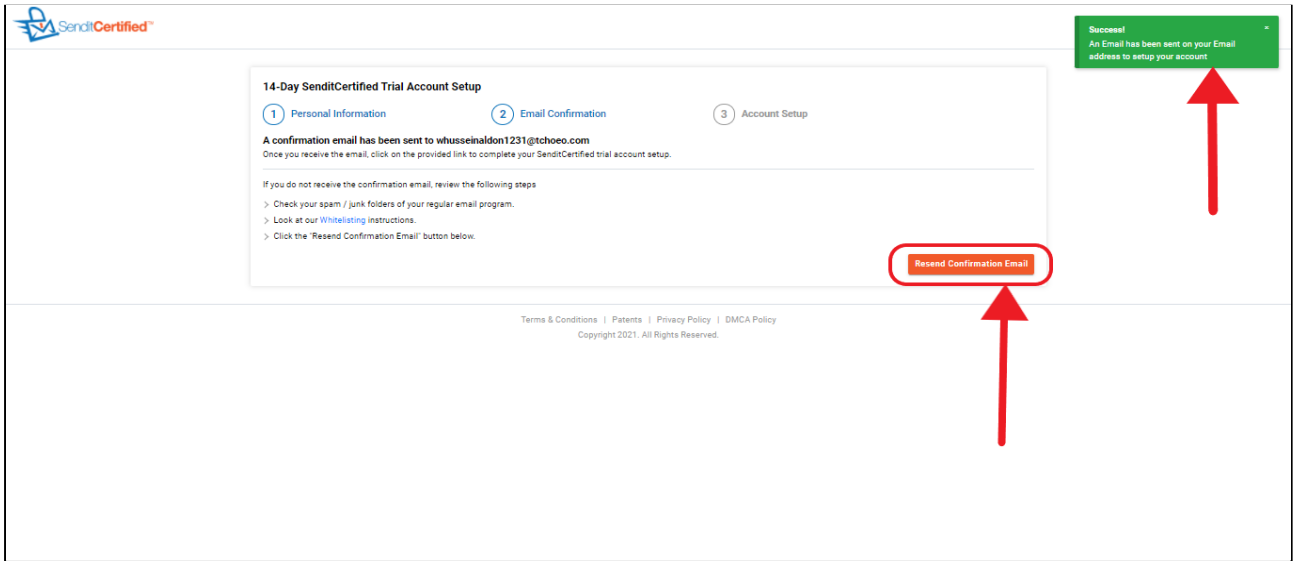

→ After opening sendit certified website click on the "**Sign up for a free trial subscription**" link.

→ It will take you to "**Personal Info**"page where you need to enter some basic information about yourself. Such as your first and last name, your email address and company name and then click on the "**Send Confirmation Email**" button.

→ You will receive an email to setup you account and if you did not receive any email click on the "**Resend Confirmation Email**".
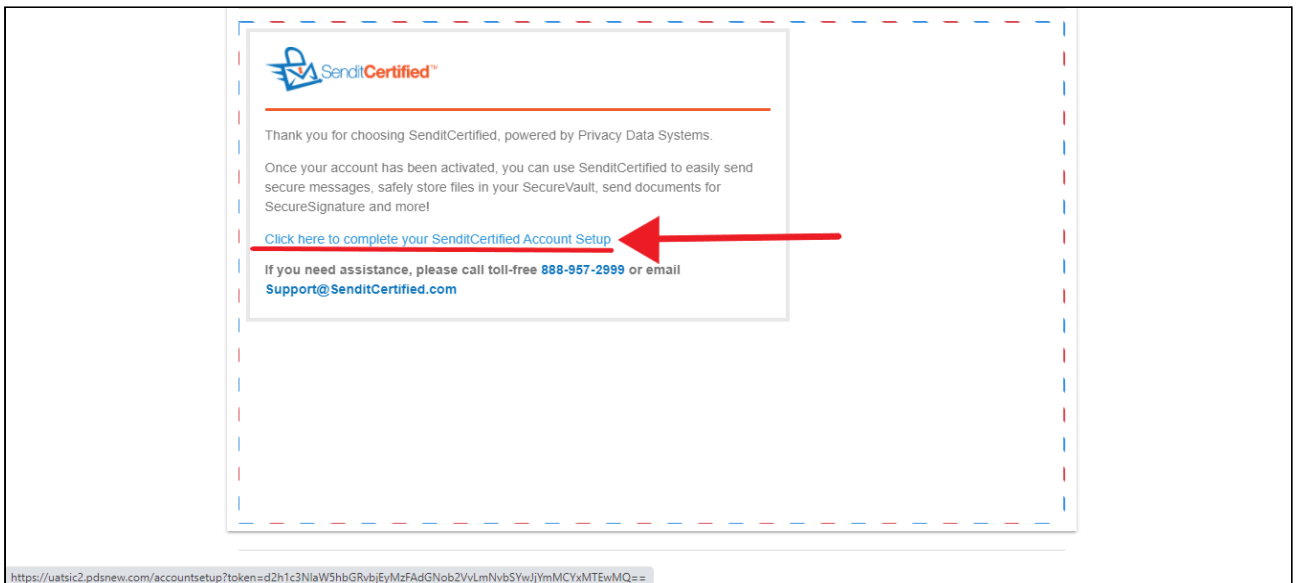
→ In order to setup your SenditCertified account click the "**Click here to complete your SenditCertified Account Setup**" link in the "**SenditCertified Account Setup**" email you received.

⟶ After clicking the link in your email it will take you to "**Account Setup**" page, Where you need to enter required information and check the "**Accept the terms and conditions**" then click on the "**Complete Account Setup**" button.

(Note: * mark fields should not remain empty.)
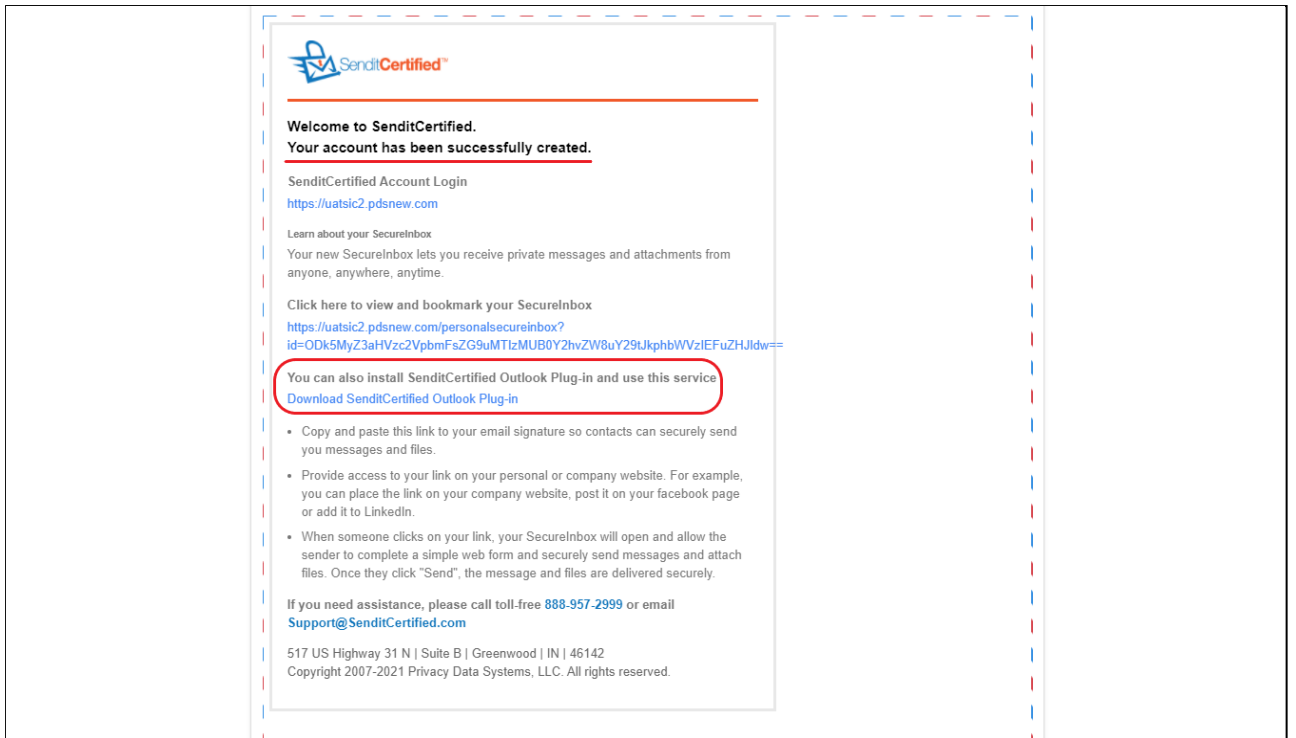
→ Your account has now been setup. If you use MS Outlook for your regular email, we recommend that you install SenditCertified for Outlook at this time (Optional).
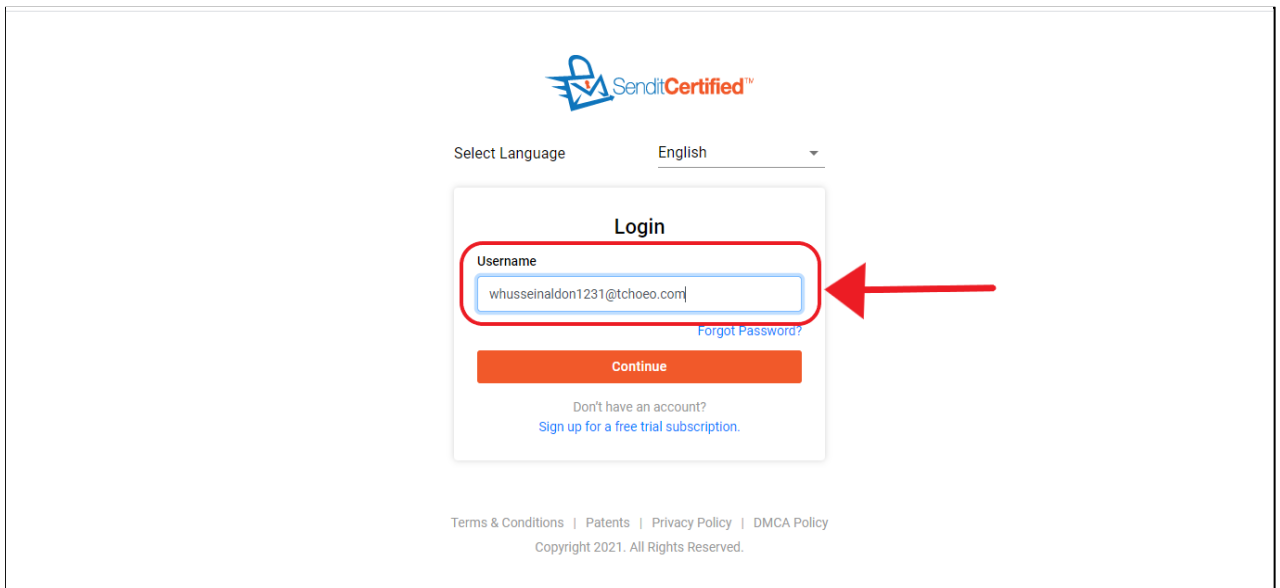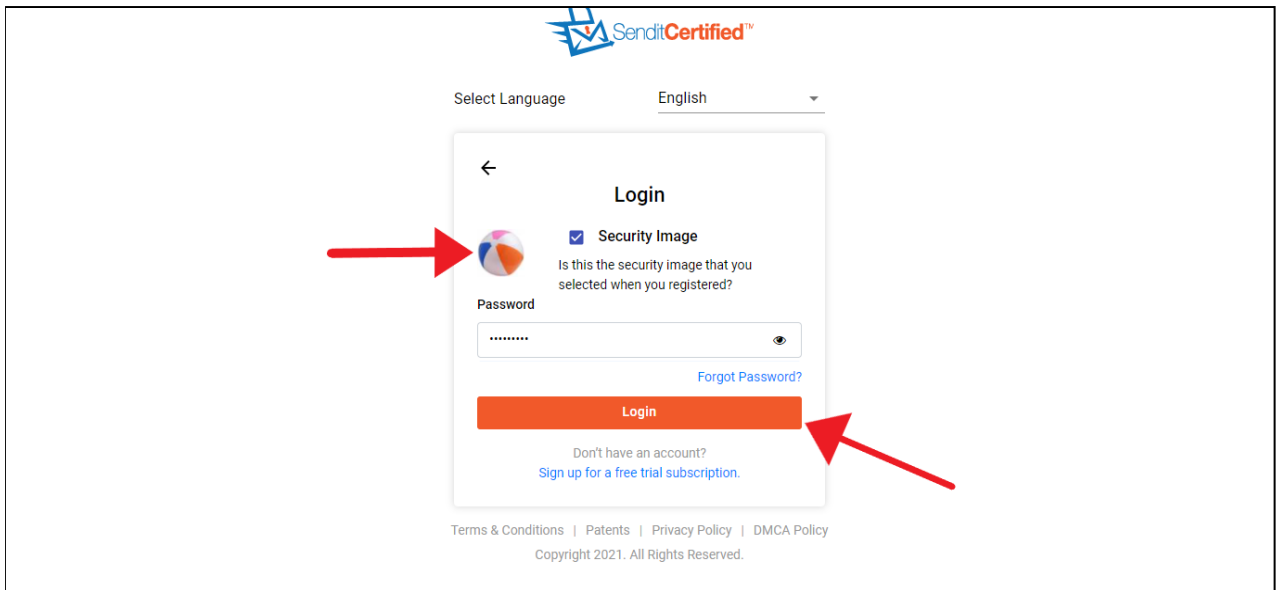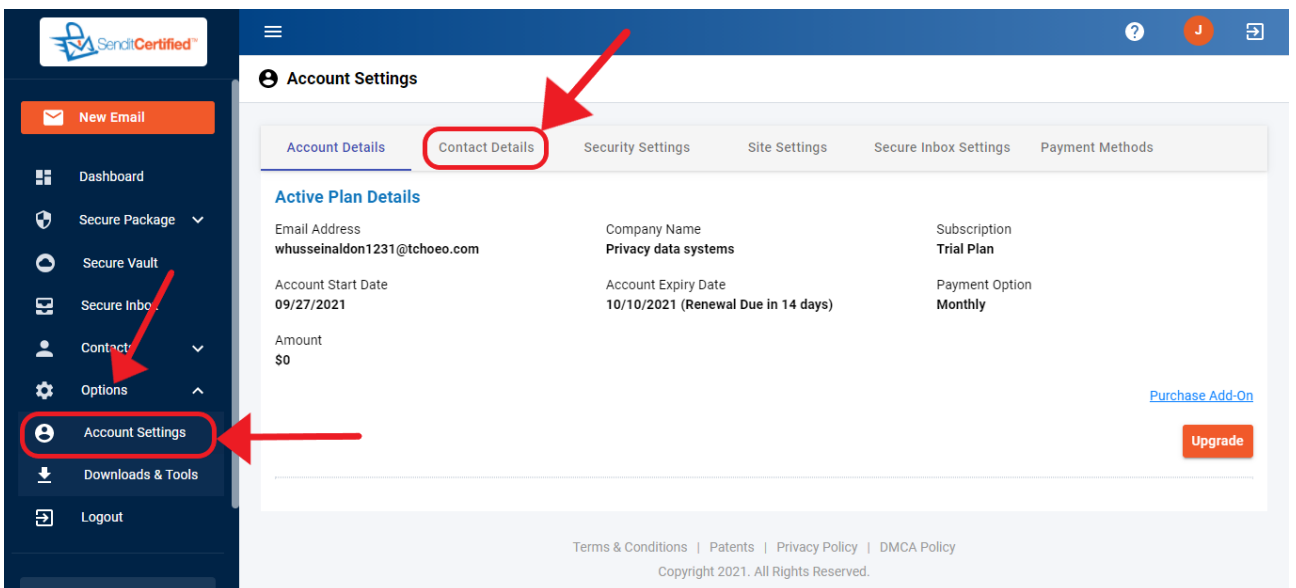

→ To access your new account online go to **www.privacydatasystems.net** . enter your user id (email address used to register) and click on the "**Continue**" button.
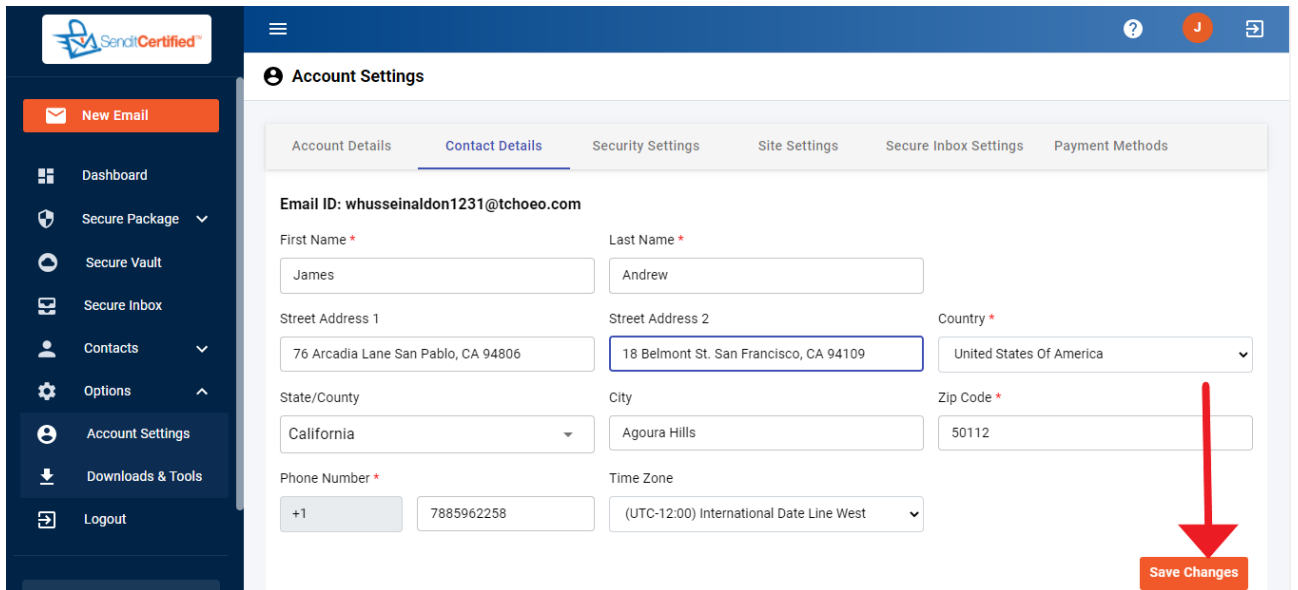
→ Notice your **Security Image** is the system default, you can change this once you login. Enter your password and click the "**Login**" button.
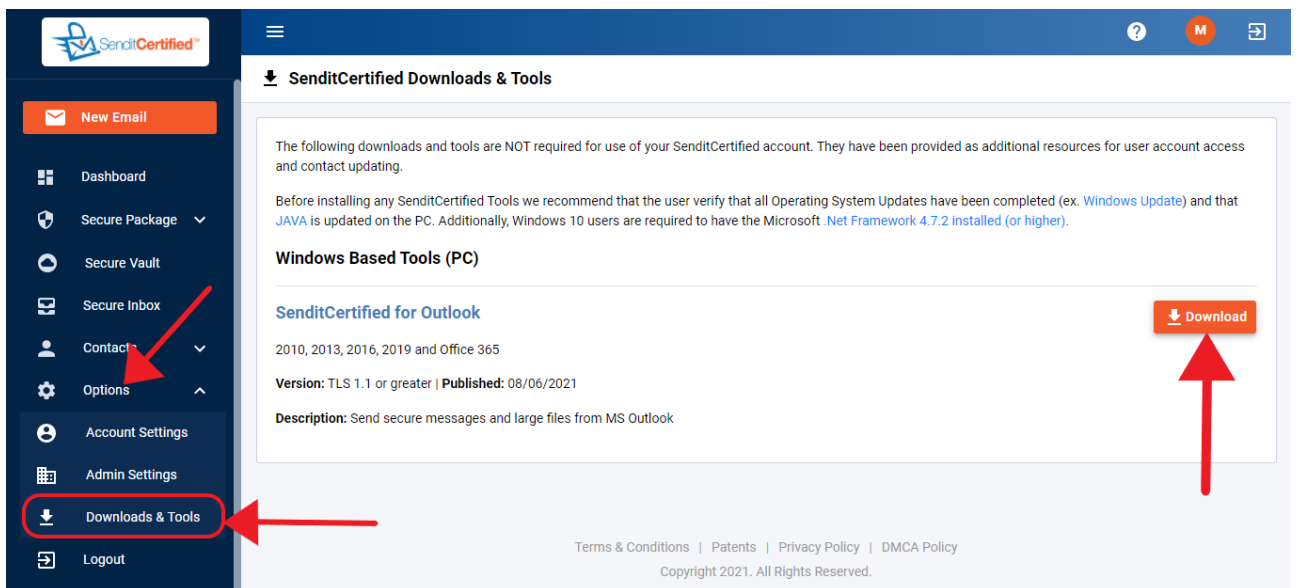

→ In order to add more information click on the "**Options**" in side menu and select "**Account Settings**" options.

→ Once you are in the "**Account Settings**" screen, click on the "**Contact Details**" tab.

→ Once you are in "**Contact Details**", you will need to update your Street Address, City, County, State, Zip Code, Phone Number. Click on the "**Save Changes**" when you are finished.

→ If you want to download "**SenditCertified for Outlook**" after login go to "**Downloads & Tools**" in "**Options**", click on the "**Download**" button and then Install outlook.