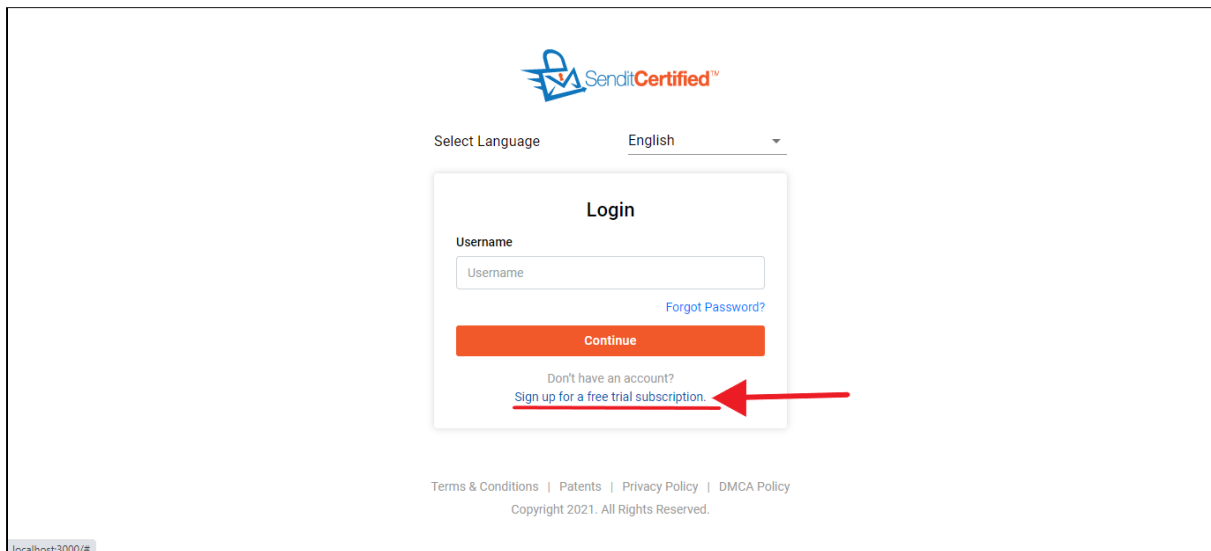
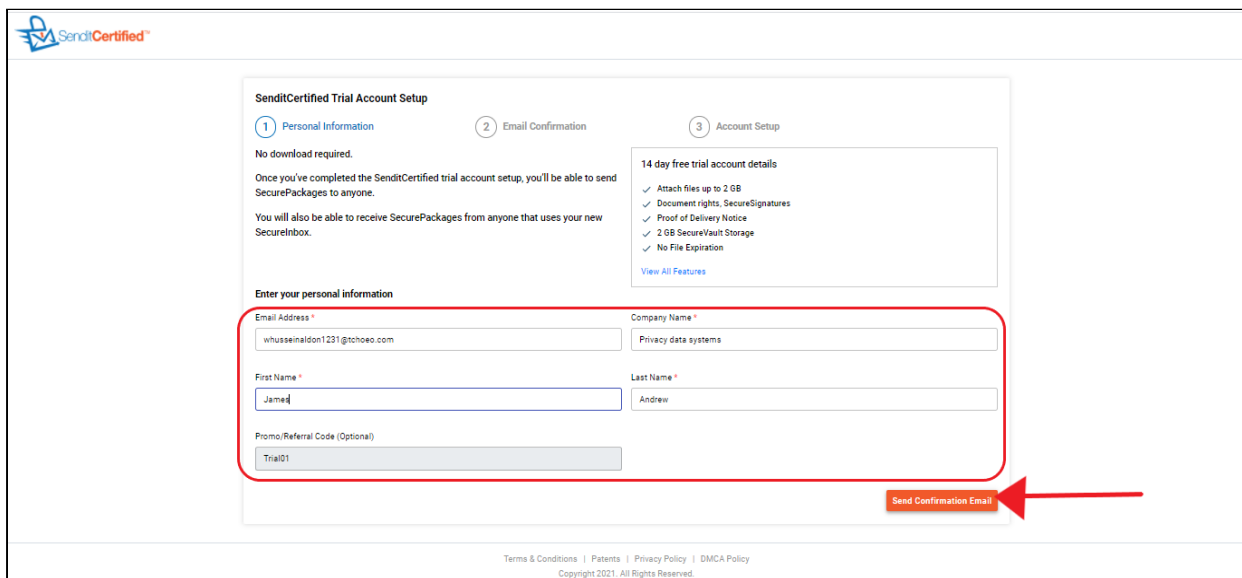


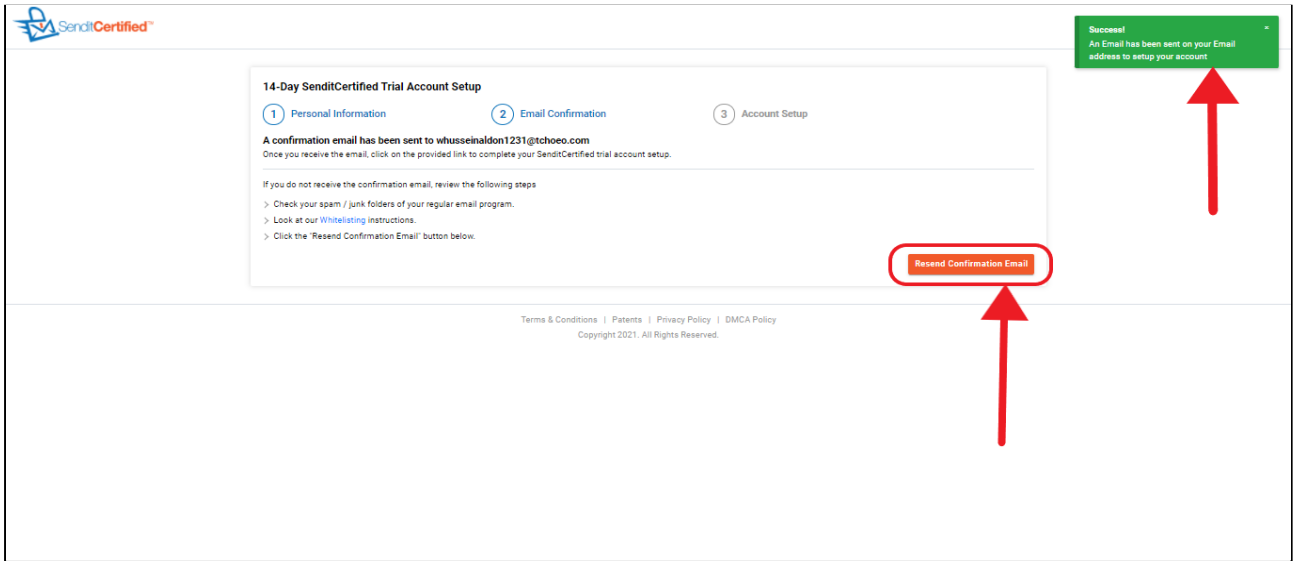
Getting Started - Account Setup



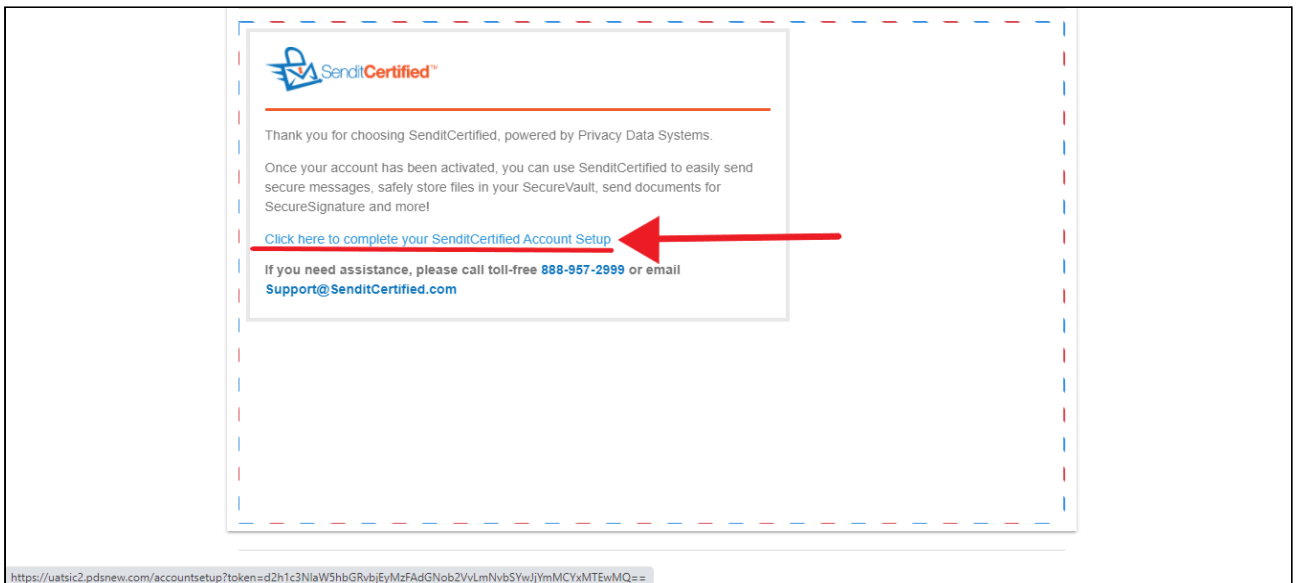
→ After opening sendit certified website click on the “**Sign up for a free trial subscription**” link.



→ 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.

14-Day SendItCertified Trial Account Setup

1 Personal Information 2 Email Confirmation 3 Account Setup

Security Settings and Terms & Conditions

Password *

Confirm Password *

Select your account security question *

What is your favorite color?

Answer for your question *

red

Confirm Answer *

Password Policy

- Min 6 to Max 16 Characters ✓
- At least 1 character should be Capital [A-Z] ✓
- At least 1 character should be Small [a-z] ✓
- At least 1 character should be Numeric [0-9] ✓
- At least 1 character should be Special [@#%&!_+] ✓
- No Space is allowed [] ✓

Select your account security question *

What is your favorite color?


Answer for your question *

red

Confirm Answer *

red

Personal Security Image *

Select Image ▾ Selected Image: 

OR

Upload Image

Please read and accept the Terms and Conditions below

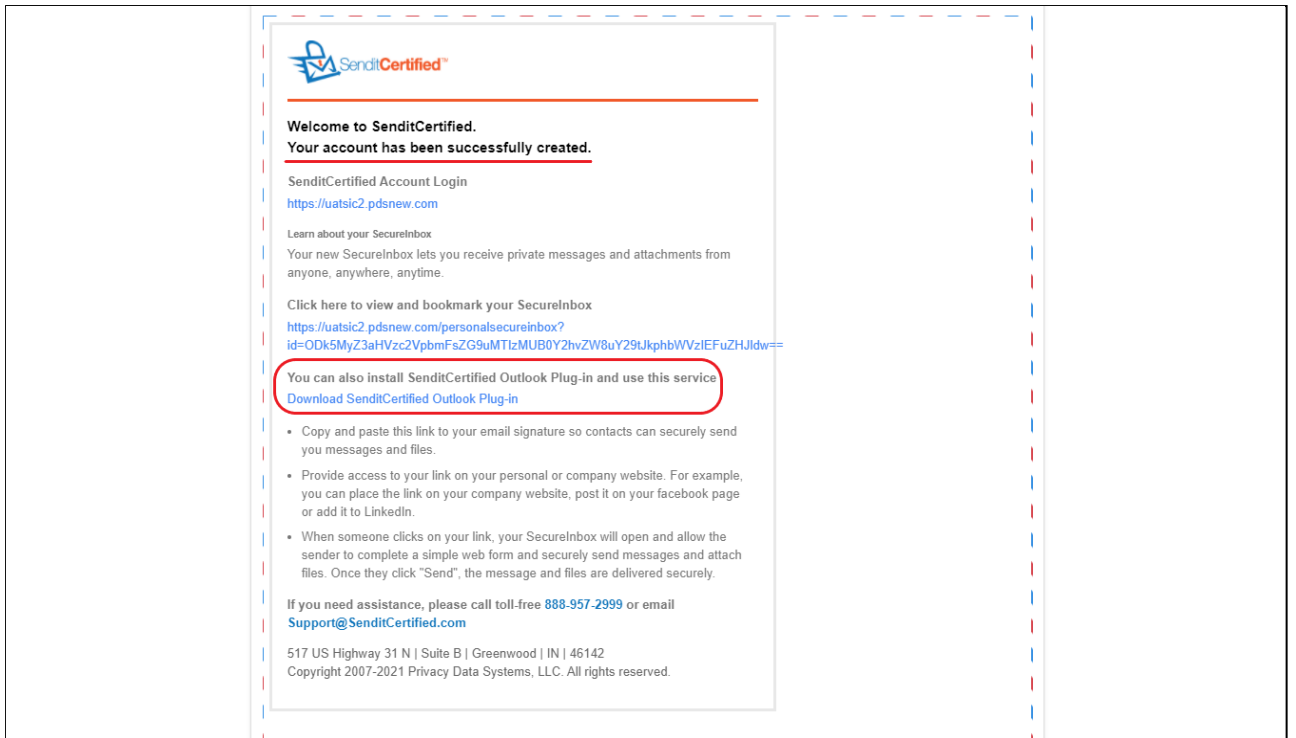
Accept the [Terms and Conditions](#)

Complete Account Setup

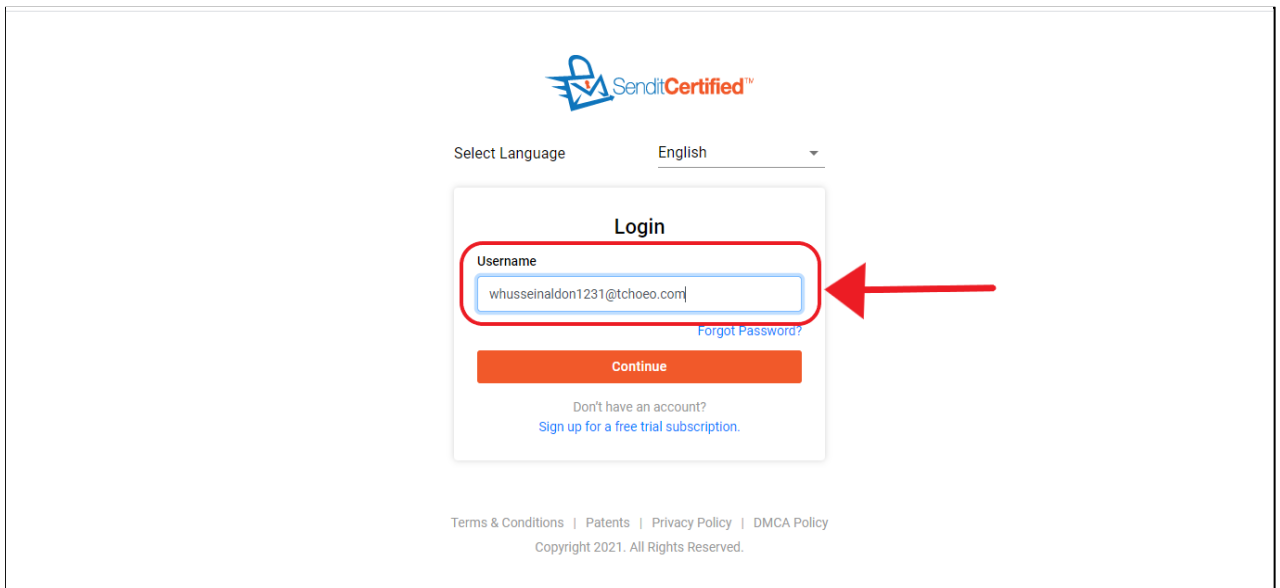
[Terms & Conditions](#) | [Patents](#) | [Privacy Policy](#) | [DMCA Policy](#)

→ 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.

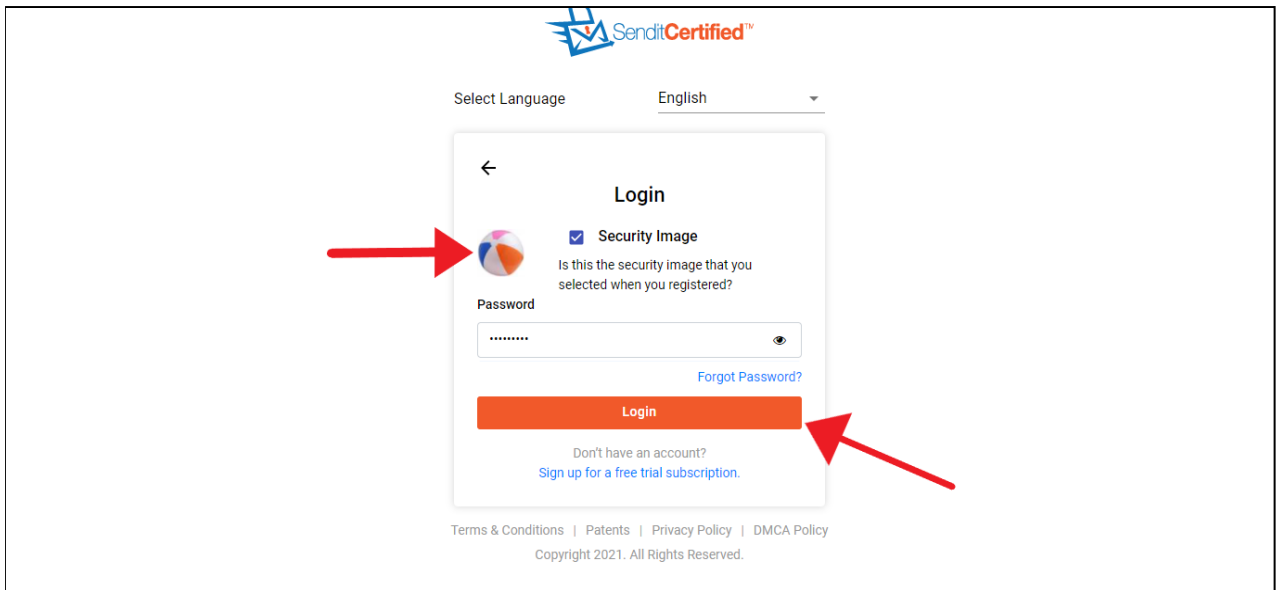
(Note: * mark fields should not remain empty.)



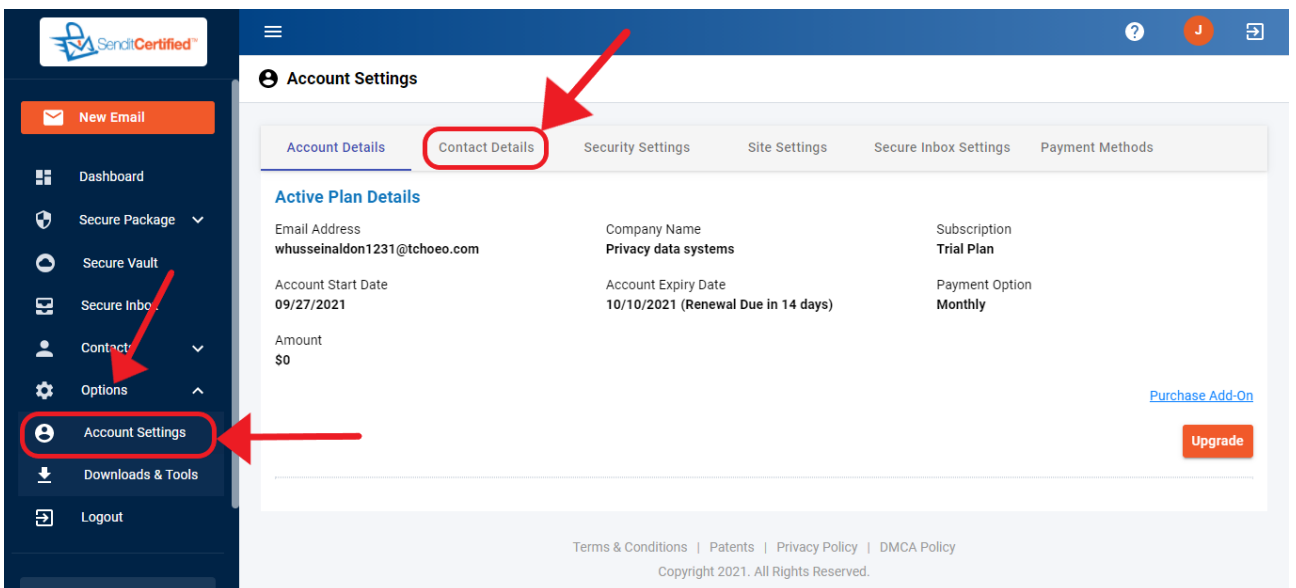
→ Your account has now been setup. If you use MS Outlook for your regular email, we recommend that you install SenditCertified for Outlook at this time (Optional).



→ 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.

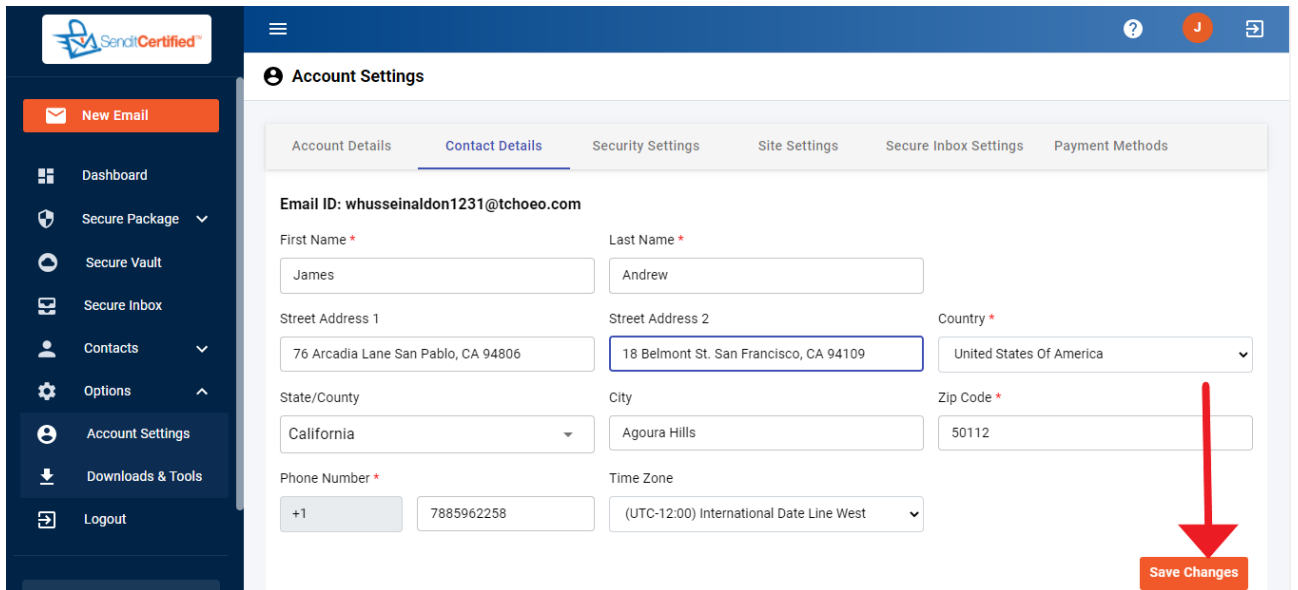


→ Notice your **Security Image** is the system default, you can change this once you login. Enter your password and click the "**Login**" button.

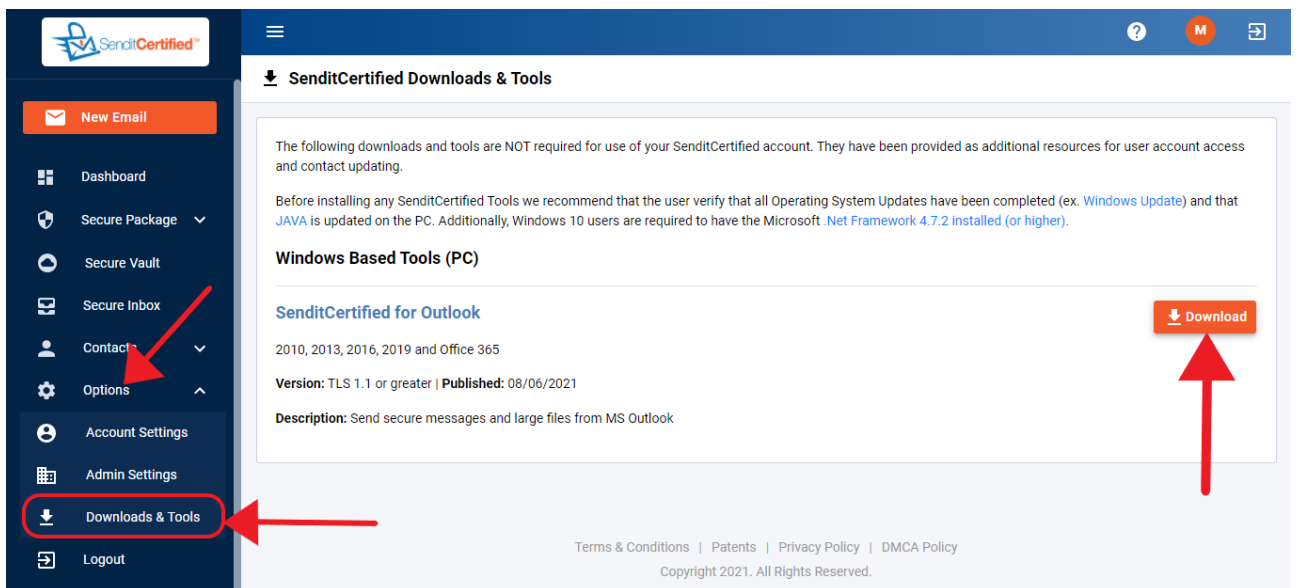


→ In order to add more information click on the "**Options**" in side menu and select "**Account Settings**" options.

→ 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.