

# Changing Your Digital Signature Account Password

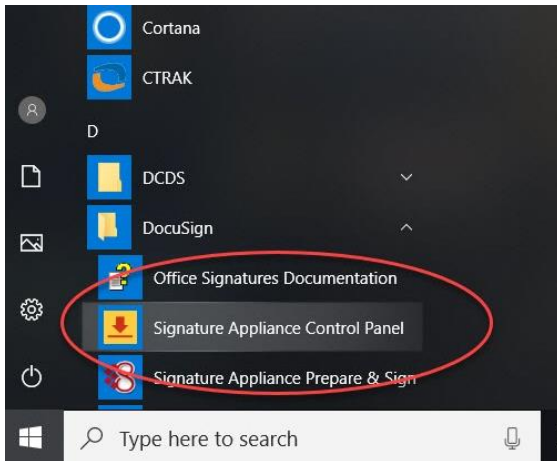
If you know your current password and are not locked out of your account, you can change your password. If you have forgotten your password or are locked out of your account, contact [MDOT-eSign@michigan.gov](mailto:MDOT-eSign@michigan.gov) for a password reset.

There are three ways to change your digital signature password.

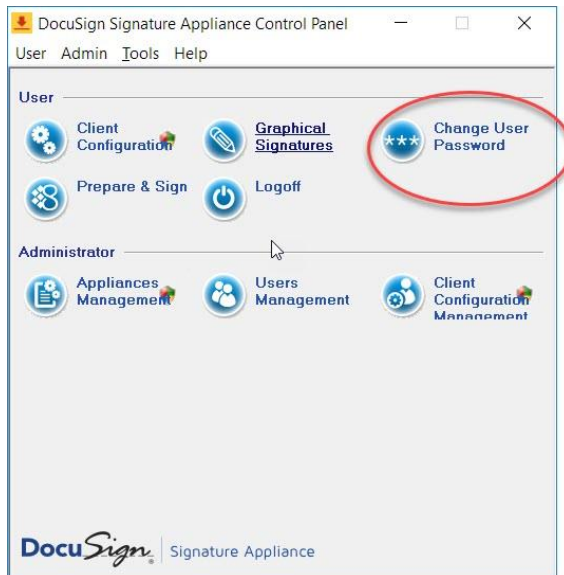
- 1) DocuSign Installed Software
- 2) DocuSign Web App
- 3) Mobile App

## 1. DocuSign Installed Software

Go to the **Signature Appliance Control Panel**.



Select **Change User Password** and update your password by entering the current password and creating a new one.



After selecting this option, the window may have two tabs – 'SSCD Keys' and 'User's Password'. Make sure that you have selected the 'User's Password' tab.

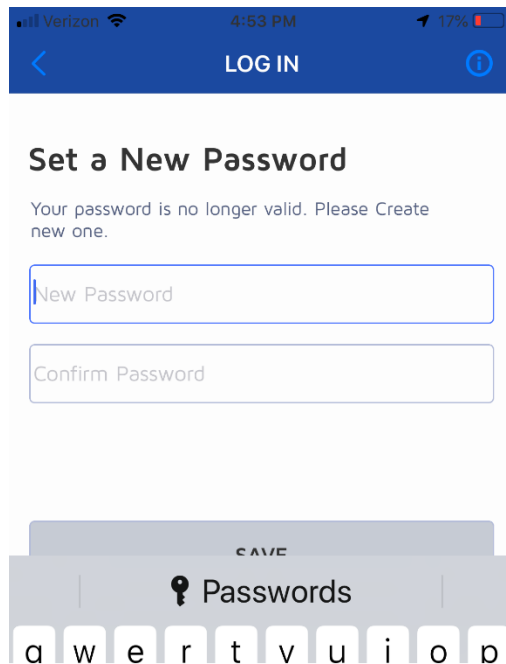
In the User's Password window, you can enter your old/expired password and create a new one.

## 2. DocuSign Web App

- Go to <https://mdotnetpublic.state.mi.us/CosignWeb>
- Enter your user ID and current password.
- When using an expired or temporary password, you will be taken to a 'Change Password' screen.

### 3. DocuSign Mobile App

When signing into the mobile app with an expired password or MDOT-issued temporary password, you will automatically be directed to a screen where you can create your new password.



After this has been done, you can sign into the app with the new password.