

Set up docsign.ca preference in software

Learn what the docsign.ca is and become a docsign user, please check the FAQ page: [What is docsign.ca?](#)

Step 1. Enter your docsign.ca account email/password in the preference window for Docsign.ca by the menu Start > Preference or Preference icon in the icon bar.

You can always click "**Check points**" button in the Preference window to verify your points balance or Subscription information.

You can also enable the checkbox "Enable filing report to docsign.ca, you can easily search filing records later." option to track tax returns you have filed. Please check out the [Track returns you have filed on the docsign.ca website](#) page on what the report will look like.

Preference

Folder settings Tax preparer info. Default representative info. **DocSign.ca**

E-Signature/E-Delivery/Filing Report Integration, by www.docsign.ca

User Email/Password are login credentials for docsign.ca:

User Email: mytaxexpress2114@gmail.com

User Password: ●●●●●●●●●●

Enable filing report to docsign.ca, you can easily search filing records later.

<https://www.docsign.ca> Check points

For more help or detail information, please read this FAQ link:
<https://www.mytaxexpress.com/faq/index.php?action=artikel&cat=1&id=266>

This is the email address your clients will see when you send e-signature or e-delivery to them. If it is empty, software will use the User Points Email instead.

From email:

Apply Changes Cancel

Step 2: Enter the taxpayer's contact email on page 1 of T1.

There are two email fields in software, the other is specifically for CRA online mail.

Identification and Status

Social Insurance Number: 870000007

Date of Birth (yyyy/mm/dd): 1961/04/24 ▾

Language of Correspondence: English French

Contact Email: [redacted]@gmail.com

Email for CRA Online: [redacted]

Marital Status on December 31, 2020

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