

A step-by-step instructional guide for logging out of a PageProof and resetting the user with your company email. To get started, open your PageProof dashboard – you can do this by either accessing a recent proof or by clicking [here](#).

Logging Out of your Current PageProof Account

1. Click the Account Icon

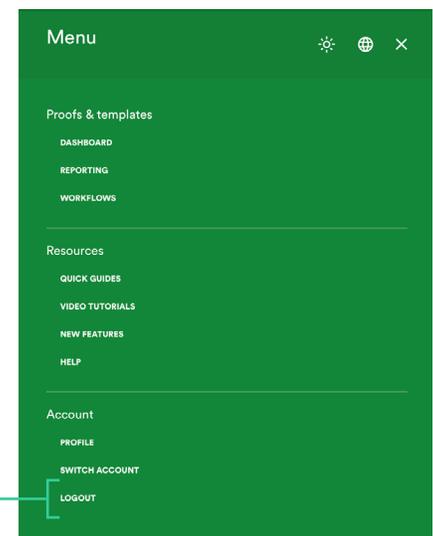
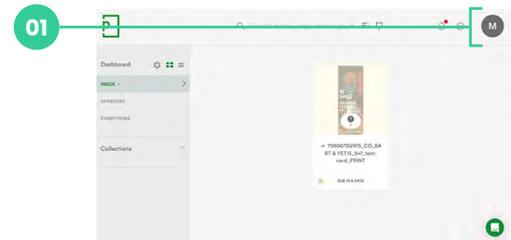
Locate the circular account icon (usually with your initial) at the top-right corner of the PageProof dashboard.

2. Select “Logout”

A green sidebar menu will slide in from the right. Scroll down to the “Account” section and select “Logout”.

3. Return to Home Screen

You will be redirected to the PageProof home screen (<https://pageproof.com>).



Creating a New PageProof Account with Your Company Email

4. Click “Login”

On the home screen, click “Login” at the top-right corner.

5. Enter Your Company Email (THIS EMAIL SHOULD NOT INCLUDE ANY NUMERICAL SUFFIX WHEN CREATING A USER NAME)

Type in your company email (e.g., john.doe@company.com). Click “Next”.

6. Create Your Password

Set up a secure password for your new account. Click “Create Account”.

7. Enter Verification Code

Check your company email inbox for a 6-digit verification code. Enter that code on the PageProof screen to complete your account activation.



You're All Set!

8. You're Now Logged In

You'll now be logged into PageProof using your company email. You can immediately begin reviewing and approving proofs.

