

Setting up your Zoho Sign account- Organization Details

If you are the administrator of your Zoho Sign account, you can change the details of the organization at any time.

Steps to change the organization details

• Hover over *Settings* and click **Organization details**.



• Enter the organization details in the form fields and click Save.

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- Customize your Zoho Sign account and send requests and automated notification emails from Zoho Sign using your company's logo.
- Click **Upload** and insert your company logo from the local drive.

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- You can choose to resize, crop, rotate, or zoom your logo in the editor.
- Once done, click **Use**.

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• Your company and the favicon logo will be shown on your Zoho Sign account as given below



Accepted signature formats - 'jpg','jpeg','png'