**Dealer eContract Provisioning Form**

DocuSign Integrator – SecurityTrax



|  |  |
| --- | --- |
| **Dealer Information** | ***The following information must be supplied by the dealer prior to ADT provisioning in DocuSign*** |

|  |  |  |
| --- | --- | --- |
| **Dealer Name** |  | *Name of Dealer* |
| **Dealer Number** |  | *ADT Master Dealer Number* |
| **Company Logo** |  | *Please attach an image of your company logo****[[1]](#endnote-1)*** |
| **Key Business Contact** |  | *Name of key business contact within your dealership for eContract matters* |
| **Email Address** |  | *Email address for key business contact* |
| **Phone Number** |  | *Phone number for key business contact* |
| **Key Technical Contact** |  | *Name of key technical contact within your dealership for eContract matters* |
| **Email Address** |  | *Email address for key technical contact* |
| **Phone Number** |  | *Phone number for key technical contact* |

|  |  |  |
| --- | --- | --- |
| **Service Account Email Address** | docusign@<yourdomain>.com -or-docusign.<dealernumber>@<domain>.com | *Email address for DocuSign user account from which all eContracts are sent****[[2]](#endnote-2)*** |
| **Back Office Email Address** | dsbackoffice@<yourdomain>.com -or-dsbackoffice.<dealernumber>@<domain>.com | *DocuSign user account from which Back Office activities are conducted to complete the eContract****[[3]](#endnote-3)*** |
| **SecurityTrax URL (Optional)** | https://secure.securitytrax.com/<profile>/ | *Dealer SecurityTrax Profile* |

|  |  |
| --- | --- |
| **Account Users** | *Users needing to view eContracts created in Service Account via DocuSign Console* |
|  | **Name** | **Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Sales Models Employed** | *Please indicate whether your dealership employs fields sales, phone sales or both* |
|  | Field Sales Model | *Contracting is started when sale is made in the field and later completed at time of installation by the installer* |
| Phone Sales Model | *Contracting is completed in its entirety at time of installation by the installer* |

|  |  |
| --- | --- |
| Submitted By: |  |
| Date Submitted: |  |
| Submit Completed Form and Logo to mcollins@adt.com |
|  |

**Dealer eContract Provisioning Form**

DocuSign Integrator – SecurityTrax



|  |  |
| --- | --- |
| **ADT Provisioning Information** | ***The following information must be supplied to SecurityTrax after provisioning in DocuSign Staging*** |

|  |  |  |
| --- | --- | --- |
| **Dealer Code** |  | *Code used to identify the dealer on subject line* |
| **API Brand ID** |  | *GUID of Staging DocuSign Brand* |
| **Service Account Username** |  | *GUID of Dealer Service Account* |
| **Service Account Password** |  | *DocuSign password for Service Account* |
| **Service Account Name** |  | *Name associated with Dealer Service Account* |
| **Back Office Account Name** |  | *Name associated with Dealer Back Office Account* |
| **Account ID** | 432559 | *Staging DocuSign Account Number* |
| **API Account ID** | 6b6d1cc1-241b-44ac-9648-6095c81d945a | *GUID of Staging DocuSign Account* |
| **Integrator Key** | SAFE-665c705e-59b8-40a2-a82f-4b6398cf36d9 | *DocuSign Integrator Key* |

|  |  |
| --- | --- |
| Provisioned By: |  |
| Date Provisioned: |  |
| Submit Completed Form to thansen@securitytrax.com & dparkinson@securitytrax.com |

|  |  |
| --- | --- |
| **ADT Provisioning Information** | ***The following information must be supplied to SecurityTrax after provisioning in DocuSign Production*** |

|  |  |  |
| --- | --- | --- |
| **API Brand ID** |  | *GUID of Production DocuSign Brand* |
| **Service Account Username** |  | *GUID of Dealer Service Account* |
| **Service Account Password** |  | *DocuSign password for Service Account* |
| **Account ID** | 7261363 | *Production DocuSign Account Number* |
| **API Account ID** | 47ced42d-cd06-4eb2-9bff-55959b570d5f | *GUID of Production DocuSign Account* |

|  |  |
| --- | --- |
| Provisioned By: |  |
| Date Provisioned: |  |
| Submit Completed Form to thansen@securitytrax.com & dparkinson@securitytrax.com |

1. **Dealer Logo**: The logo is used to brand the DocuSign Console and in communications sent to eContract users and recipients. Please provide an image (.png, .jpg, .bmp or .gif) that is <= 100kb and as close to 148x38 pixels as possible. [↑](#endnote-ref-1)
2. **Service Account Email Address**: An email account must be created on your domain in the form docusign@yourdomain.com or docusign.dealernumber@domain.com. This address will receive many emails including notifications when an eContract envelope has been completed. Completion emails include copies of the signed documents as attachments. [↑](#endnote-ref-2)
3. **Back Office Email Address**: An email account must be created on your domain in the form dsbackoffice@yourdomain.com or dsbackoffice.dealernumber@domain.com. This email will be used for signing into DocuSign Console to conduct back office activities. [↑](#endnote-ref-3)