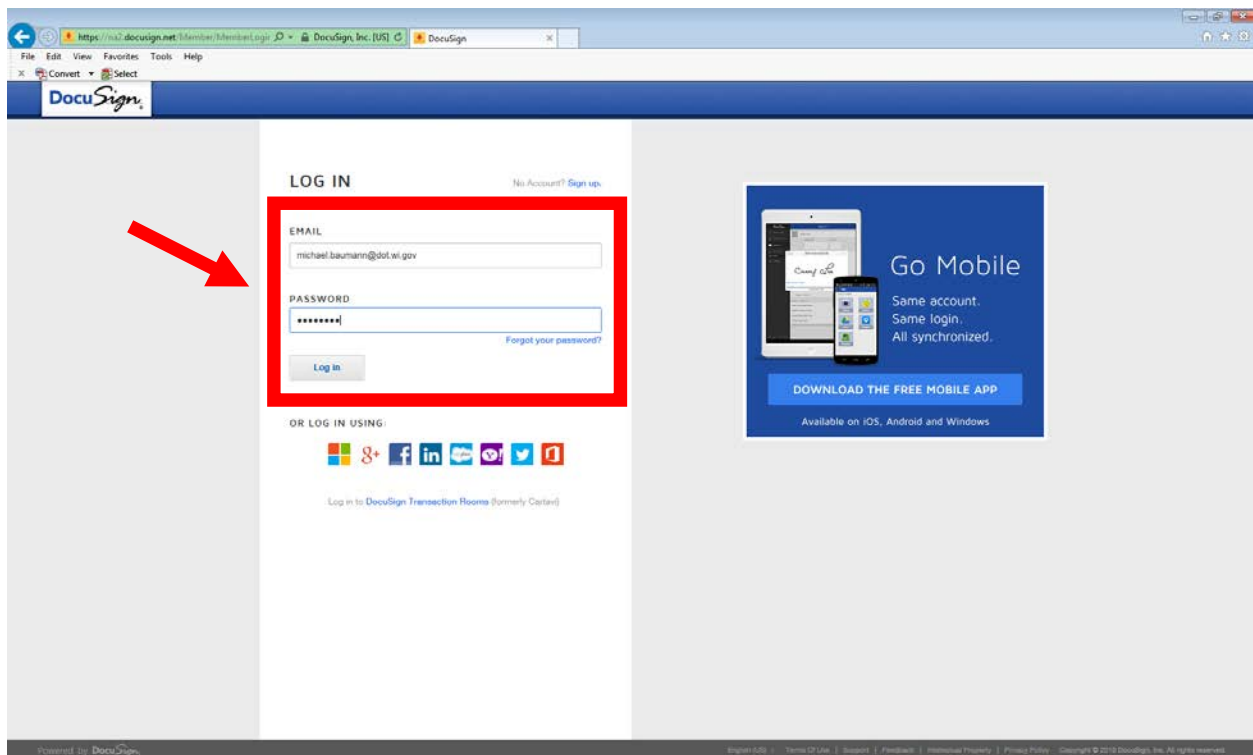


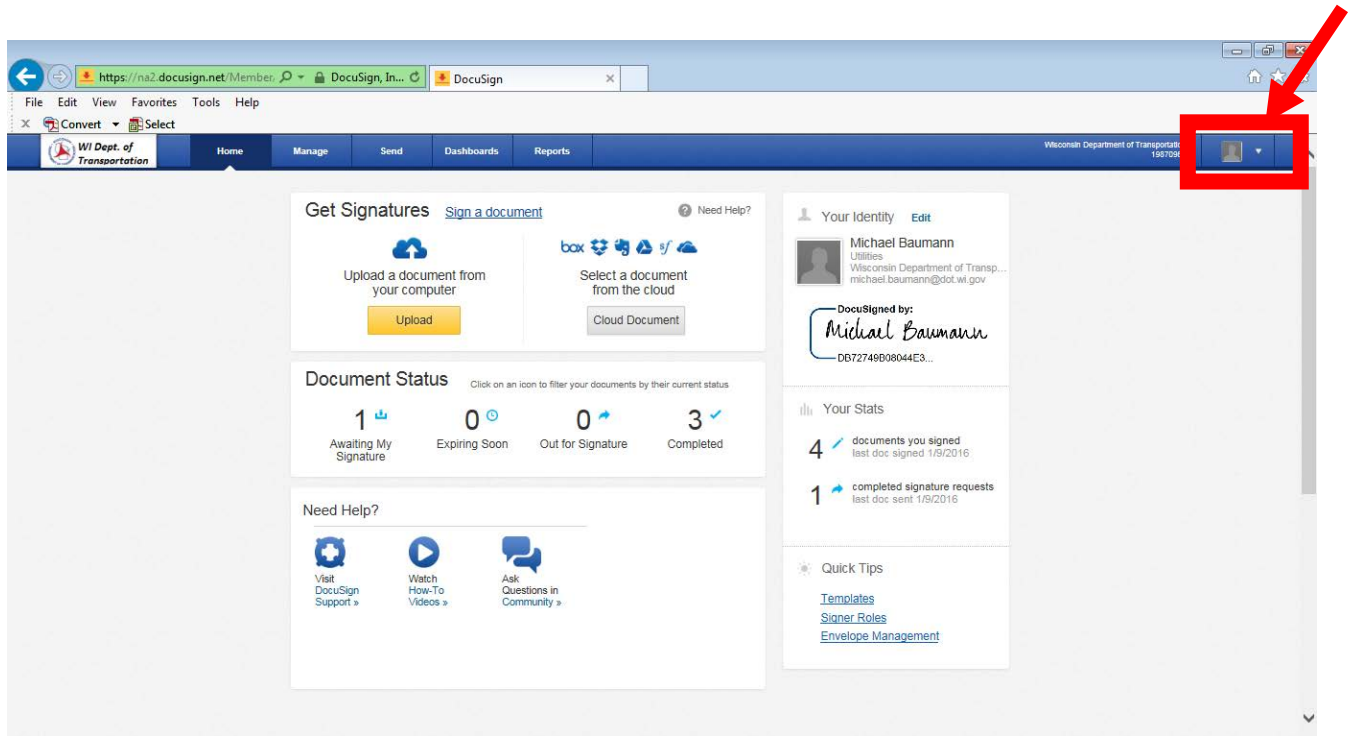


## How to Change Template Matching Percent

1. Click on the link below to connect you to the WisDOT Production Environment in DocuSign  
<https://www.docusign.net/Member/MemberLogin.aspx>
2. Type in your email address and your password that you registered in DocuSign
3. Click LOG IN

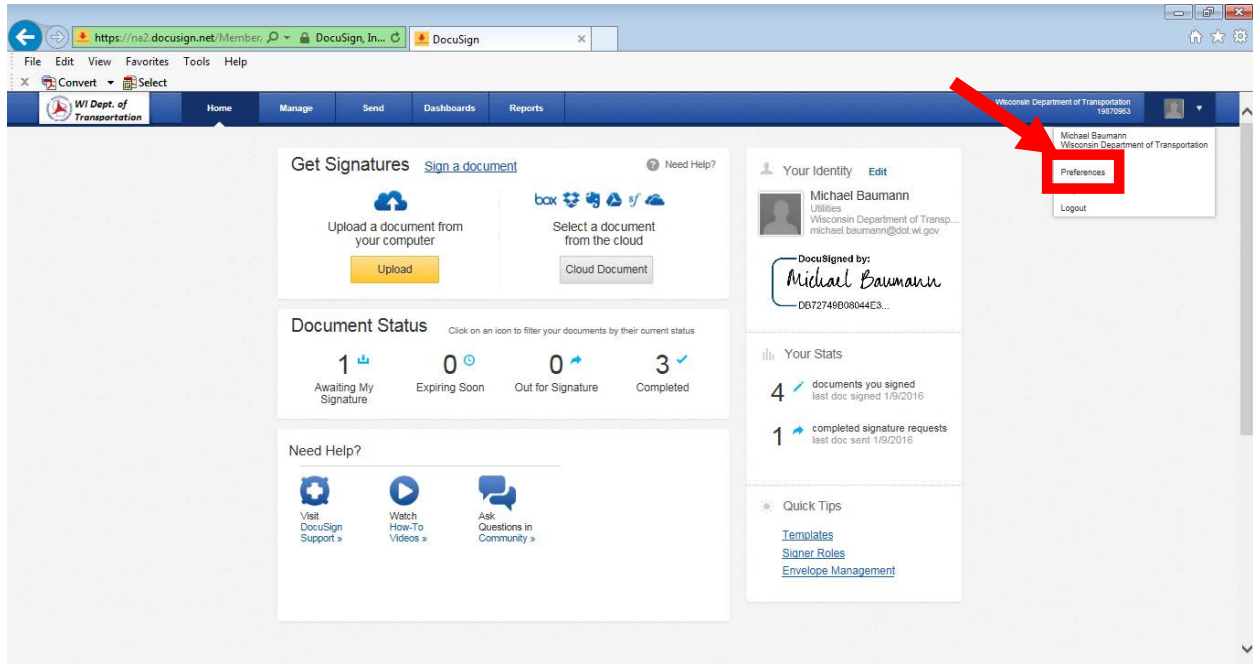


4. Click Down Arrow



*Note: Once you click LOG IN, DocuSign will open and you will be at your homepage.*

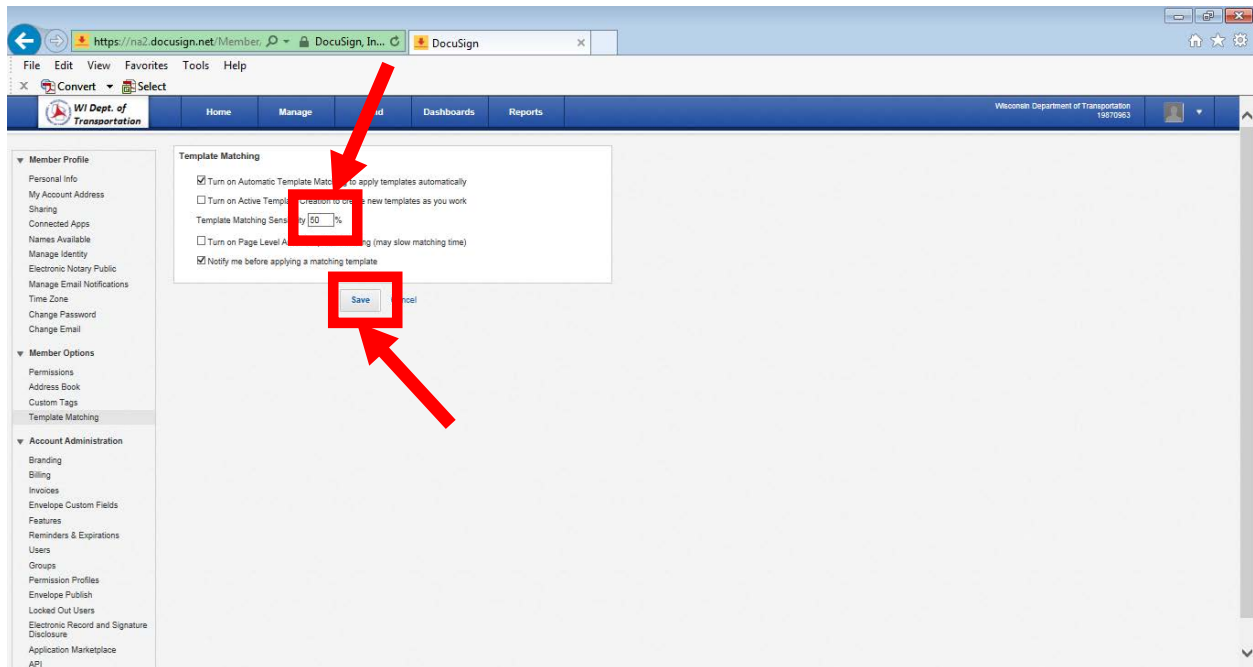
5. Click Preferences



6. Click Template Matching

The screenshot shows a web browser window with the URL <https://na2.docusign.net/Member>. The page is titled "Member Profile" and is for "Michael Baumann". The left-hand navigation menu includes options like "Personal Info", "Member Options", and "Account Administration". The "Member Options" section is expanded, and "Template Matching" is highlighted with a red box and a red arrow. The main content area displays "Personal Info for Michael Baumann" with fields for Email, Name, Company, Job Title, Permission Profile, and Language. There are also checkboxes for "In Group(s)" including Borrow, GIS, Environmental, Real Estate, TEST, Utilities & Access, Administrators, and Everyone. The "Permission Profile" is set to "Account Administrator".

7. Change Template Matching Sensitivity to 50%
8. Click Save



9. Click Home or Manage or Logout of DocuSign

