



Log In for the First Time with 2FA

General Knowledge

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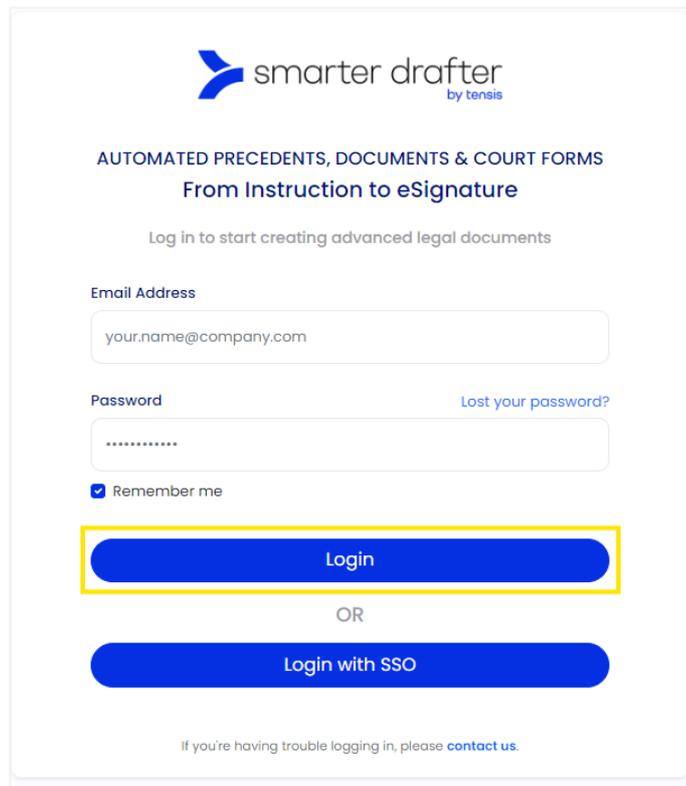
Log In for the First Time with 2FA

Welcome to Smarter Drafter! This guide will help you access your account for the first time and find your way around.

When a new team member joins a Smarter Drafter team, a welcome email will be sent, inviting them to sign in with a temporary password.

If you have a welcome email, click the **Sign in** link in the email and follow these steps.

1. Enter your **email address** and the **temporary password** from the email. Click **Login**.



The image shows a login form for Smarter Drafter. At the top is the logo and tagline. Below it is a heading and a sub-heading. The form contains fields for Email Address and Password, a checkbox for Remember me, and two buttons: Login and Login with SSO. The Login button is highlighted with a yellow border. At the bottom, there is a link for contact us.

 smarter drafter
by tensis

AUTOMATED PRECEDENTS, DOCUMENTS & COURT FORMS
From Instruction to eSignature

Log in to start creating advanced legal documents

Email Address

your.name@company.com

Password [Lost your password?](#)

.....

Remember me

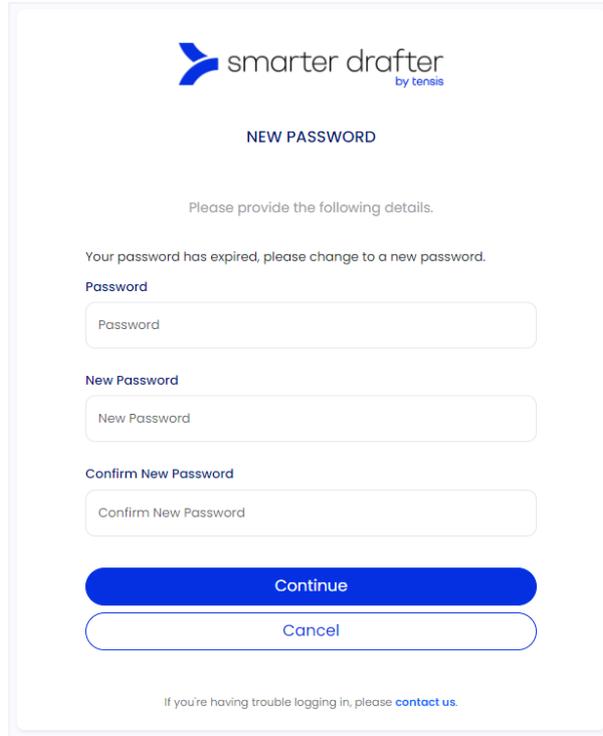
Login

OR

Login with SSO

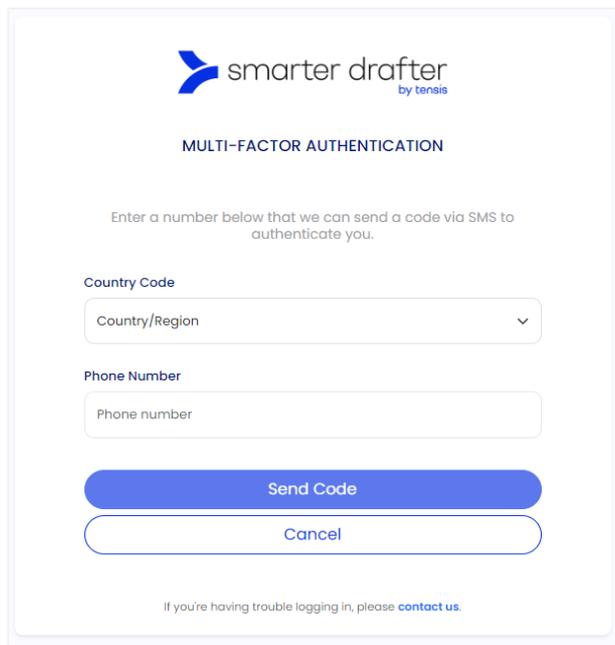
If you're having trouble logging in, please [contact us](#).

- You will be prompted to change your password. Enter the temporary password in the **Password** field, and a new, secure password (including numbers and special characters) in the **New Password** field.



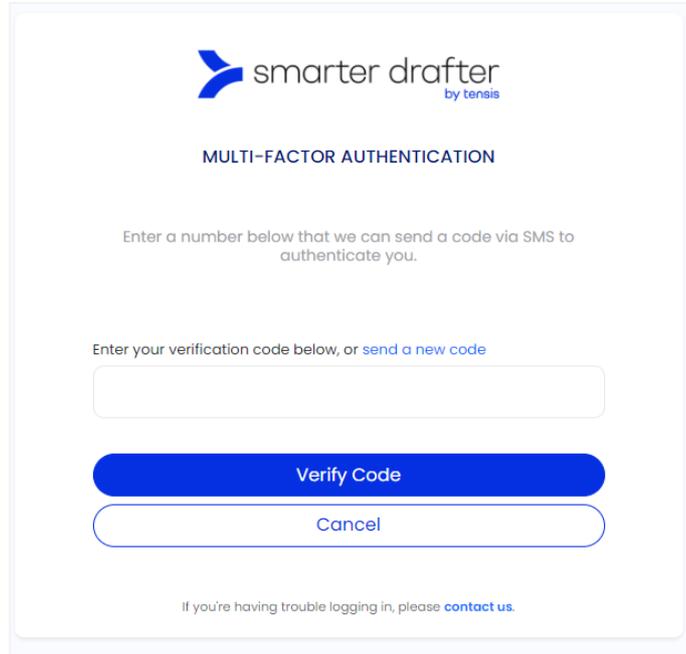
The screenshot shows the 'NEW PASSWORD' screen. At the top is the Smarter Drafter logo. Below it, the text reads 'NEW PASSWORD' and 'Please provide the following details.' A message states 'Your password has expired, please change to a new password.' There are three input fields: 'Password', 'New Password', and 'Confirm New Password'. At the bottom, there are two buttons: a blue 'Continue' button and a white 'Cancel' button. A footer link says 'If you're having trouble logging in, please [contact us](#).'

- To authenticate your account, add your phone number. Include the **Country Code** for your region. Click **Send Code**.



The screenshot shows the 'MULTI-FACTOR AUTHENTICATION' screen. At the top is the Smarter Drafter logo. Below it, the text reads 'MULTI-FACTOR AUTHENTICATION' and 'Enter a number below that we can send a code via SMS to authenticate you.' There are two input fields: 'Country Code' (a dropdown menu) and 'Phone Number'. At the bottom, there are two buttons: a blue 'Send Code' button and a white 'Cancel' button. A footer link says 'If you're having trouble logging in, please [contact us](#).'

- The verification code will be sent to you as a text message. Type it into the field. If you need a new code, click **send me a new code**. Click **Verify Code**.



- The terms and conditions will be presented onscreen. Ensure that you are familiar with the terms and conditions, and click **Accept**.

Governing law and jurisdiction

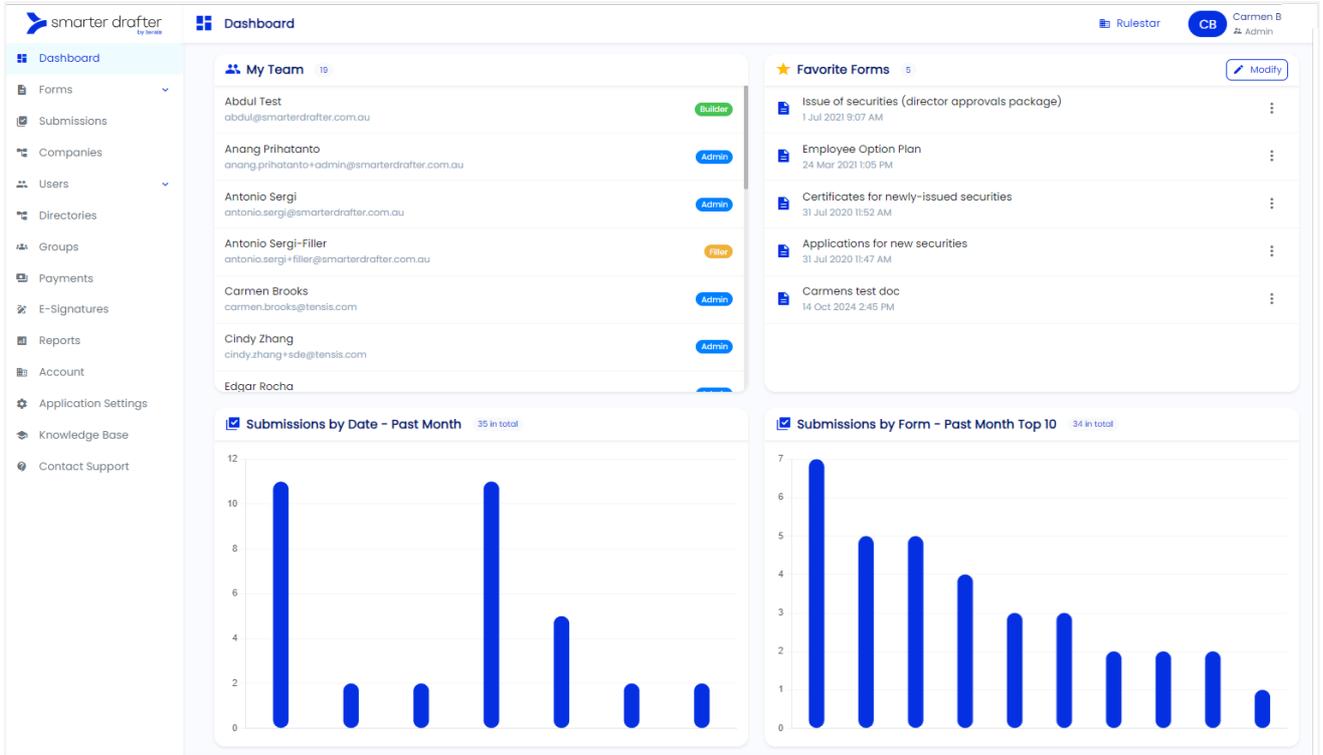
14.14 This agreement and any disputes or claims arising out of or in connection with its subject matter or formation (including non-contractual disputes or claims) are governed by, and shall be construed in accordance with, the laws of New South Wales, Australia.

14.15 The parties irrevocably agree that the courts of New South Wales, Australia have non-exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, this agreement or its subject matter or formation (including non-contractual disputes or claims).

✓ Accept

Sign Out

6. The dashboard opens.



The dashboard displays the following components:

- Navigation Menu:** Dashboard, Forms, Submissions, Companies, Users, Directories, Groups, Payments, E-Signatures, Reports, Account, Application Settings, Knowledge Base, Contact Support.
- My Team (19):**
 - Abdul Test (Builder)
 - Anang Prihatanto (Admin)
 - Antonio Sergi (Admin)
 - Antonio Sergi-Filler (Filler)
 - Carmen Brooks (Admin)
 - Cindy Zhang (Admin)
 - Edgar Rocha (Admin)
- Favorite Forms (5):**
 - Issue of securities (director approvals package) - 1 Jul 2021 9:07 AM
 - Employee Option Plan - 24 Mar 2021 1:05 PM
 - Certificates for newly-issued securities - 31 Jul 2020 11:52 AM
 - Applications for new securities - 31 Jul 2020 11:47 AM
 - Carmens test doc - 14 Oct 2024 2:45 PM
- Submissions by Date - Past Month (35 in total):**

Date	Submissions
2024-10-14	11
2024-10-15	2
2024-10-16	2
2024-10-17	11
2024-10-18	5
2024-10-19	2
2024-10-20	2
- Submissions by Form - Past Month Top 10 (34 in total):**

Form Name	Submissions
Issue of securities (director approvals package)	7
Employee Option Plan	5
Certificates for newly-issued securities	5
Applications for new securities	4
Carmens test doc	3
...	3
...	2
...	2
...	2
...	1