WORK INSTRUCTIONS
HOW TO REQUEST A NEW PIDX PRODUCT CODE

Step 1.
Go to https://app.docstudio.com/envelope/create/e963d482-93eb-438d-8258-abccb054eaed

Step 2.
Sign in to the platform, or create an account if you are a new user.

Step 3.
Create a new account:
- To create an account, enter your email address and a confirmation code will be sent to you. If you do not receive the code in your primary inbox, please check your promotions and spam folders.
You can create either a personal or company account by filling out your personal or company information and creating a secured password.

Step 4.
After creating your account, you will be redirected to the New PIDX Codes Request Form. Press the "NEXT" button and fill in the required information.
Step 5.
Once you have filled out all required fields, the "SEND" button will appear. Click it to send your form.
To view the status of your sent form, go to the "Mailbox" on the left sidebar menu and select the "Outbox" folder.

![Mailbox screenshot]

**Step 6.**

To request another PIDX Product Code, go to the "Dashboard" on the left sidebar menu and select the "New PIDX Codes Request Form" template, or use the link [https://app.docstudio.com/envelope/create/e963d482-93eb-438d-8258-abccb054eaed](https://app.docstudio.com/envelope/create/e963d482-93eb-438d-8258-abccb054eaed)
If you encounter any challenges while requesting a new PIDX Product Code, please don't hesitate to reach out for assistance.