# How to register

**1**. Visit [www.dashouseholdlaw.co.uk](www.dashouseholdlaw.co.uk)

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**2**. Insert your registration code into the 'Voucher code' box, before clicking 'Validate Voucher' – the code can be found within your policy documentation, or, use the code provided to you by your DAS adviser.

# How to register

**3**. You will then be greeted with the 'code registered' message below. You should then fill out your details and set a password.

# How to register

**4**. You must then validate your email address by clicking the link found in your registration email
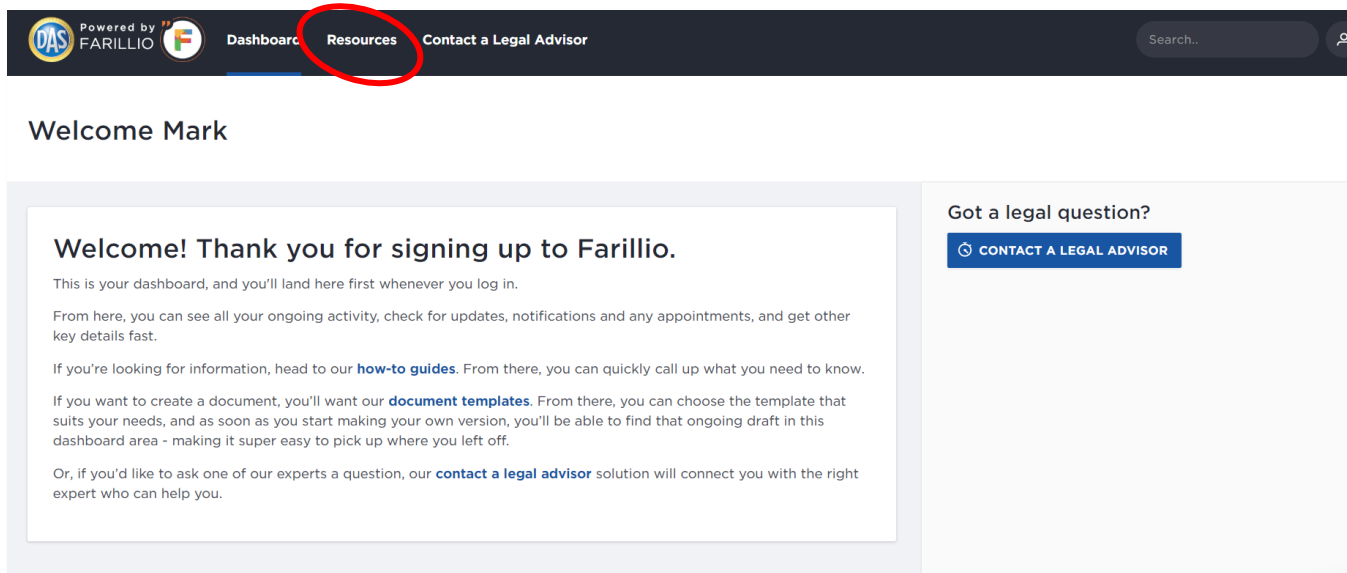
# How to register

**5**. You will then be greeted by the welcome dashboard. From here you can use the 'Resources' button within the navigation ribbon to access your guides and templates.

# Search and navigation

**1**. The resource section contains all customer guides and templates. Specific resources can be searched for using the search bar, whereas broader template & guide areas, such as 'employment' can be selected using the drop-down shortcut menu.
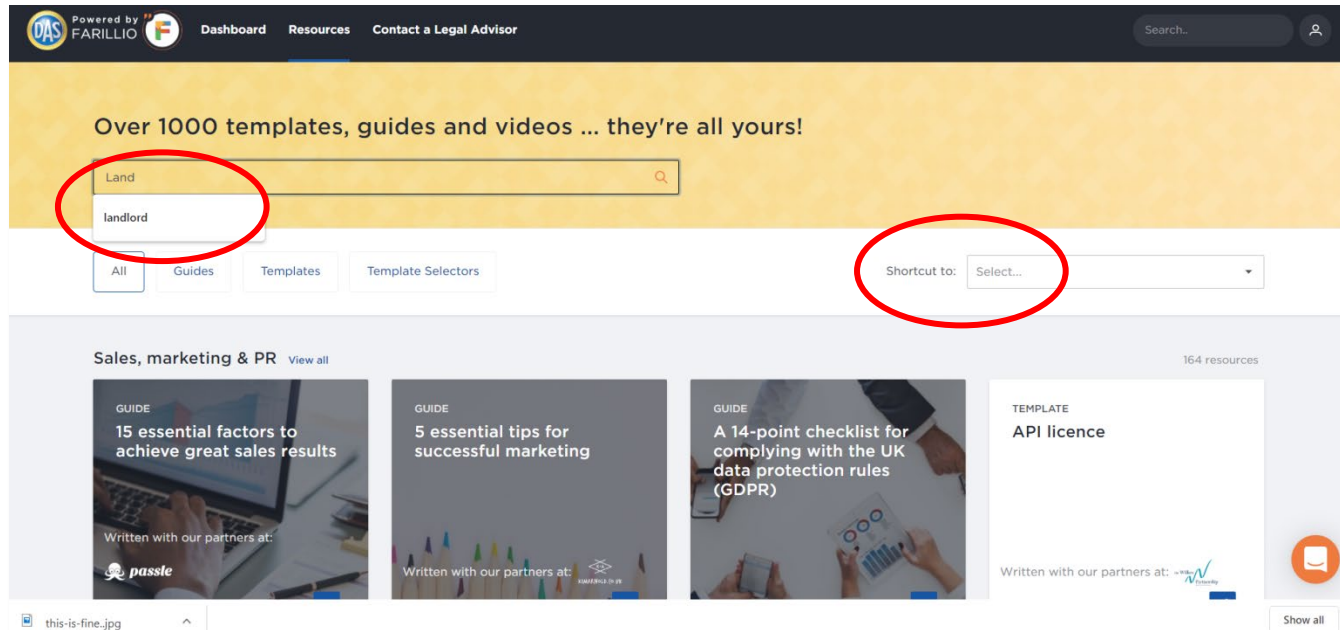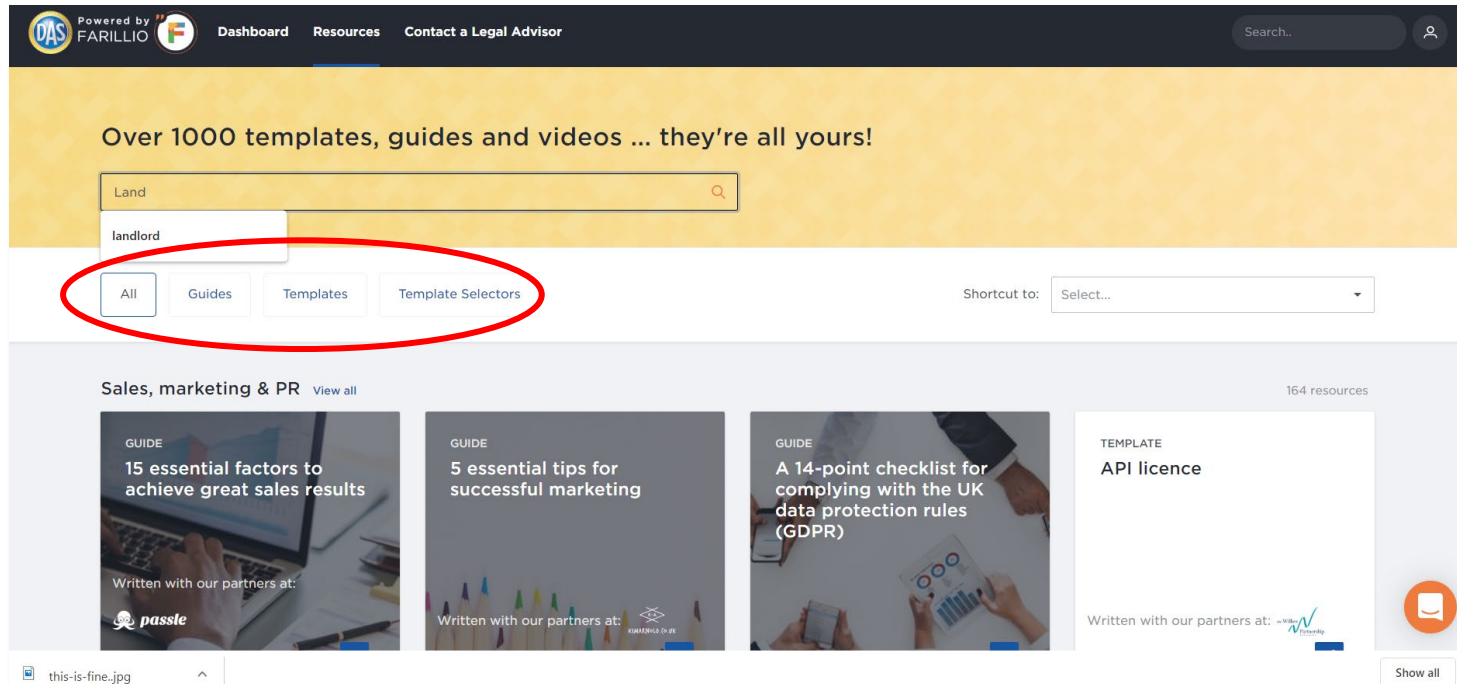
# Search and navigation

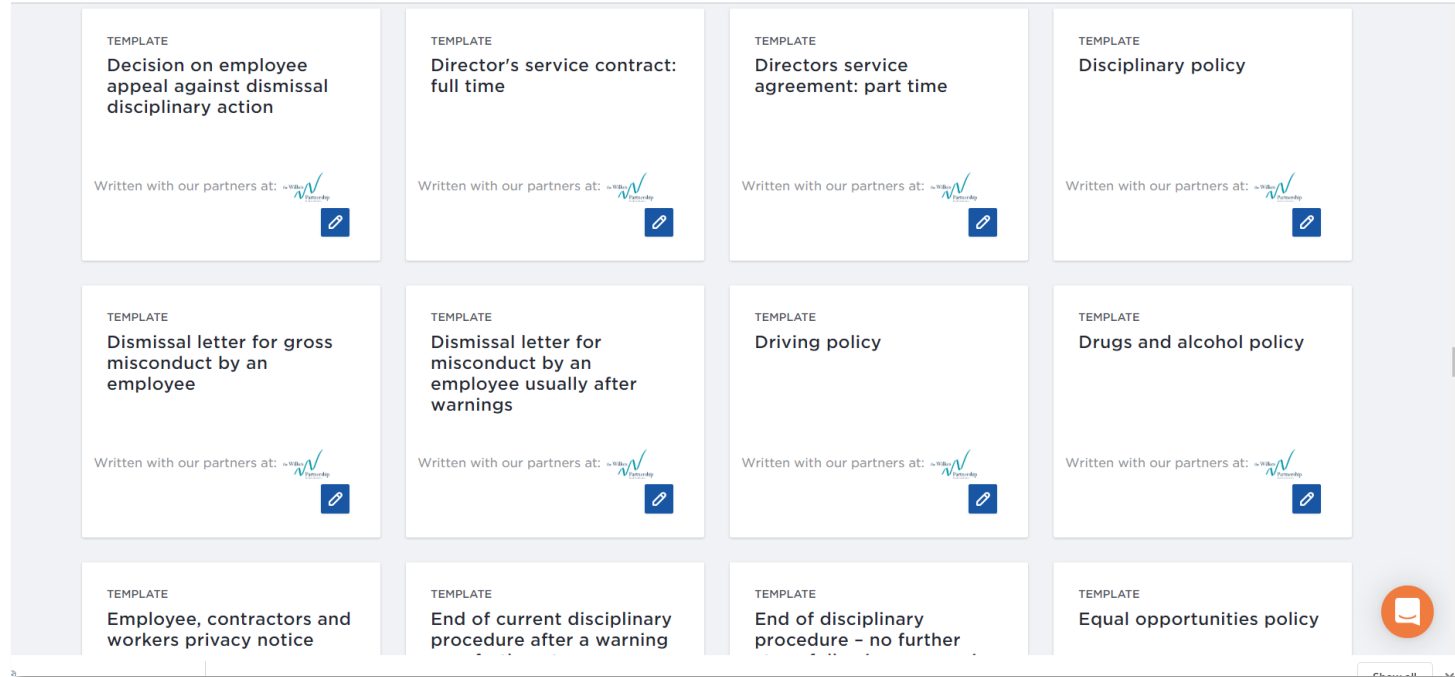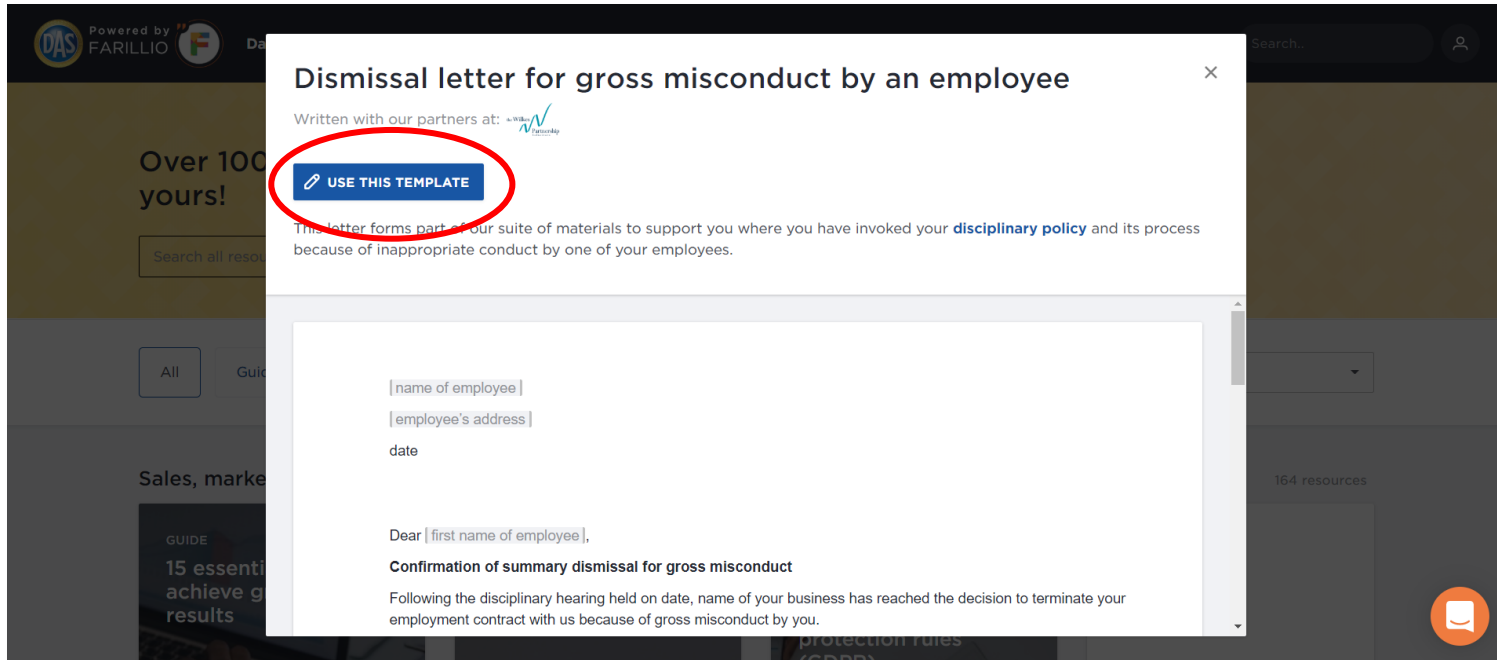**2**. You can filter by guide or template using the buttons found beneath the search bar.

# Using templates

**1.** The template section provides you with a selection of pre-prepared documents that are simple to complete, e-sign, email or print.

# Using templates

**2.** Select the template you wish to use and click 'use this template' and complete the editable fields.

# Using templates

**3.** Once complete, a green banner will appear at the top of the page (this will not appear until the template has been filled out correctly with the relevant information), click the banner and select finalise to move on. You will then have the option to e-sign or print (when appropriate).

# Using templates

**4. E-signing**:

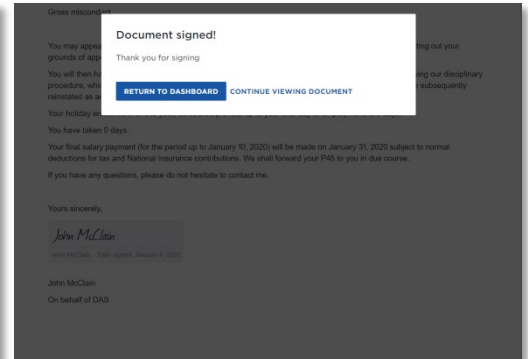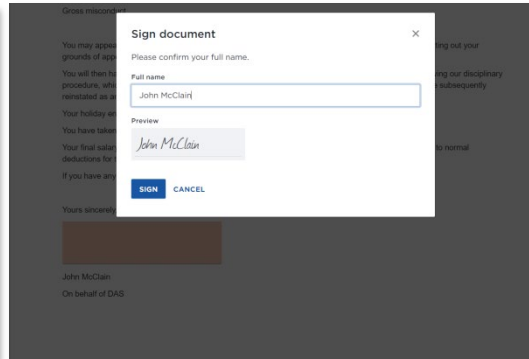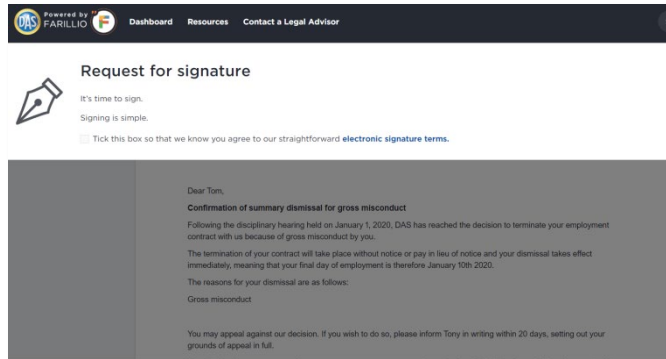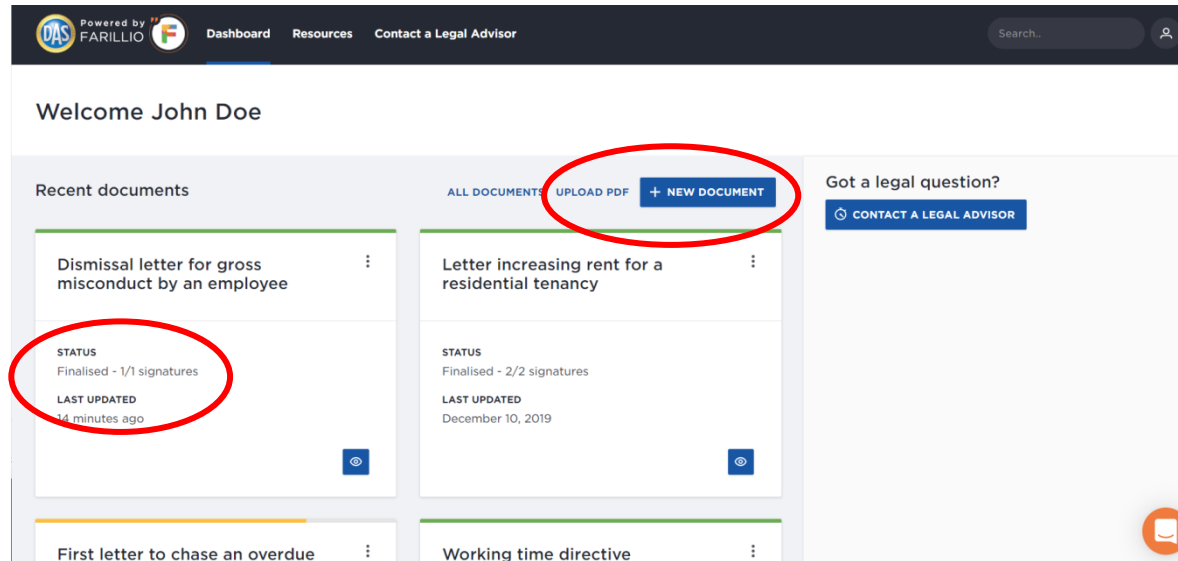a) Agree to the e-signature terms and click continue.

b) Scroll down and select the signature box and fill out the details (if 2 e-signatures are required you will need to fill out the email address of the person you are sending it to).

c) Return to your dashboard for the document status.

# Using templates

## 5. Document dashboard

The dashboard section of the platform allows you to view document progress and status, including when it was last updated and how many people have e-signed (if applicable), as well as upload any additional pdf documents to the dashboard for your record keeping purposes.

# Demo video (click to play)