Process of completing and signing the
Data Processing Agreement (DPA) for Customers

URL for DocuSign PowerForm – Click on it to get started on DPA
https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cf3898fc-40b5-4970-af87-976b3d628632&env=na1&acct=014be52a-b755-4f75-8cdc-c842eb9de987&v=2

Steps to Complete Form

1) A DocuSign Powerform pop up will appear and ask you for your name and email address
2) In the Form, please acknowledge and check the “I agree to use Electronic records and signatures.

3) Hit the CONTINUE button in upper right-hand corner
4) Hit the START button on the left-hand side next to the DPA
5) **FILL IN** - **Customer's SPoC** field: insert your name and email address
6) Hit the **NEXT** button next to the DPA
7) On behalf of the Data Exporter: **FILL IN** - Fields: name, position, address (street address, city, state/province, zip code/postal code and country), signature
8) On behalf of the Data Exporter: **FILL IN** - Fields: position, address (street address, city, state/province, zip code/postal code and country), signature
9) Hit the **NEXT** button next to the DPA
10) Hit the **SELECT** button next to the DPA
    **Data Subjects, Categories of Data, Special Categories of Data and Processing Operations** – **uncheck** the categories that do NOT apply
11) Scroll to the bottom of DPA and hit the **FINISH** button.
    Thank you for completing the Agreement.
12) You will receive an email From: “MB Contract Mailbox - Contracts@McAfee.com” with **Subject:** Completed: Please DocuSign: Data Processing Exhibit for [Your Name] and **Body of Email:** Your document has been completed. VIEW COMPLETED DOCUMENT

For any **questions or issues** – contact your McAfee Account Manager.