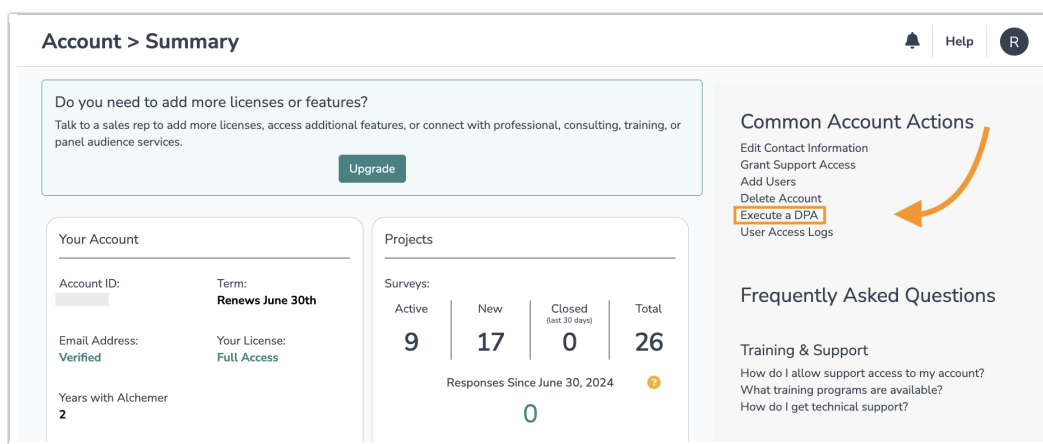


Complete a Data Processing Addendum (DPA)

If you need to complete a Data Processing Addendum (DPA) for GDPR compliance, you can do so from within the Alchemer application.

1. Account Administrators can access the DPA by accessing the Account Summary page via **Account > Summary**.
2. Once there, a link to **Execute a DPA** will be available via the **Common Account Actions** section on the right side of the screen.



To complete the DPA, you (the customer) must:

1. Provide contact information.
2. Review the proposed DPA.
3. Accept the proposed DPA.

Please send questions to compliance@alchemer.com.

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