

# PDFelement Onboarding

Version 11

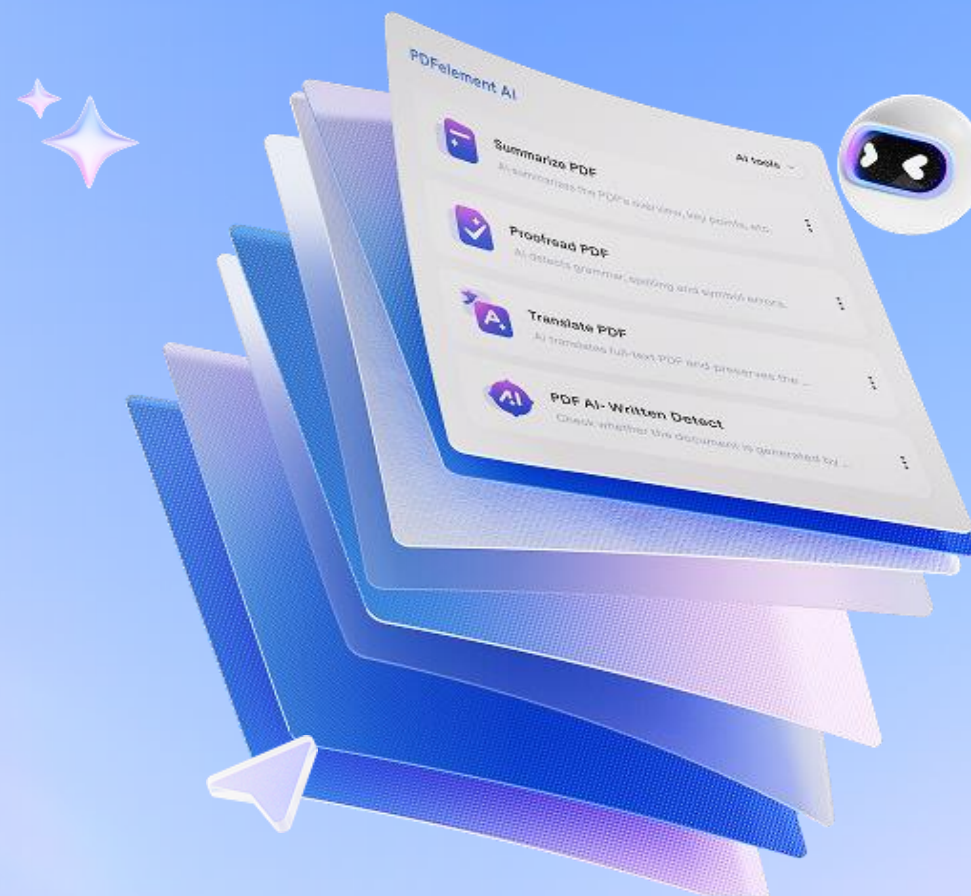
For Business Users  
2025.02

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# 01. About Wondershare



30+

Main Products

20+

Languages Supported

200+

Countries & Regions

100M+

Active Users

## PDF Solutions

Take charge of Your PDFs



**PDFelement**

PDF creation and editing.



**Document Cloud**

Cloud-based document management.



**PDF Reader**

Simple and free PDF reading.

## Diagram & Graphics

Enhance Your Workflow



**EdrawMax**

Simple diagramming.



**EdrawMind**

Collaborative mind mapping.



**EdrawProj**

A professional Gantt chart tool.

## Video Creativity

Inspire Your Inner Creator



**Filmora**

Intuitive video editing.



**UniConverter**

High-speed media conversion.



**DemoCreator**

Efficient tutorial video maker.

## Data Management

Secure Your Digital Life



**Recoverit**

Lost file recovery.



**Repairit**

Repair broken videos, photos, etc.



**Dr.Fone**

Mobile device management.

## 02. License Activation



### 1. Create an Account

Create Account:

<https://accounts.wondershare.com/web/register-new>



### 2. Log in to Wondershare ID

Log in your Wondershare ID account:

<https://accounts.wondershare.com/web/login-new>







### 3. Redeem Your License

Find the **Redeem Membership** tab, then input your code or number to redeem it. After receiving **"Success"** notice, refresh your page and your license will be showed in **Plans & Products**.

Step 1

#### Create account

Log in with:

or

Email address

Password

Create Account





Already have an account? [Log in](#)

An account will be automatically created if not registered. Click 'Create Account', it means that you have read and agreed to Wondershare's [License Policy](#) and [Privacy Policy](#).

Step 2

#### Log in to Wondershare

Log in with:

or


Keep me logged in

Log in

Don't have a Wondershare ID? [Create account](#)

[Forgot your password?](#)

#### Account Center



Overview

Plan & Products

Manage Products

Manage Subscription

Redeem Membership

Step 3

#### Redeem Membership

\* Please enter your redemption code

Notes:

1.Redemption code format: XXXXX-XXXXX-XXXXX-XXXXX-XXXXX/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX;


2.After redeeming your membership and authorizing a Windows, Mac or other app product, return to the product interface and log in with your new membership details.

Submit

# 03. Software Download & Installation

## EXE Format Download & Installation

- Download the EXE Version [here](#).
- For silence installation instructions, click [here](#).

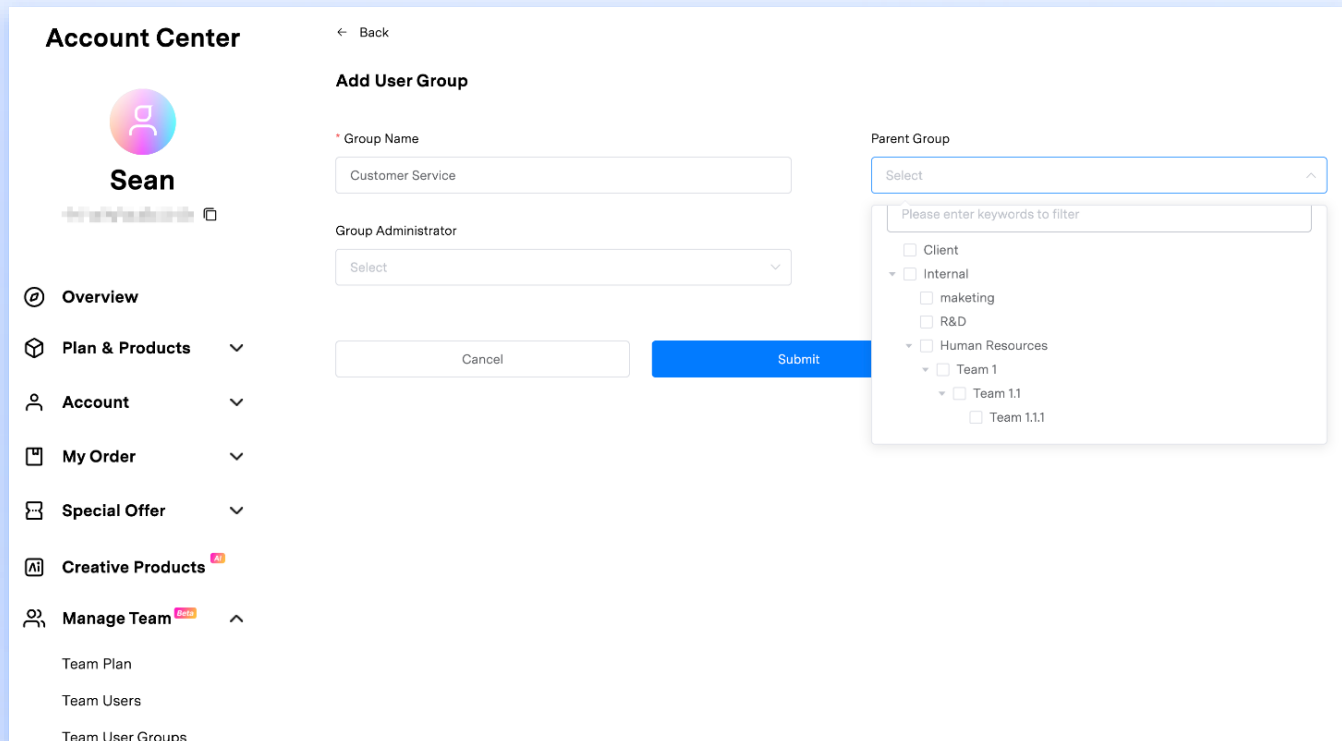
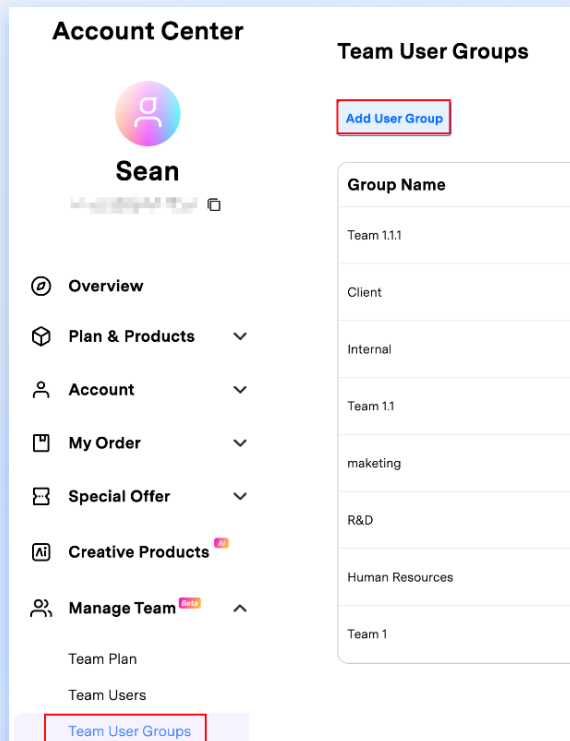
-  • If you require an [MSI format](#) or have other [customization](#) needs, please contact your account manager.
- To manage user licenses via [Azure SSO](#) or [OKTA SSO](#), please contact your account manager.



# 04. Multi-level Team Management

## Predefined User Groups (Optional)

1. Enter Team User Groups      2. Click Add User Group      3. Set Group Name/Parent Group






# 04. Multi-level Team Management

## Add Users

1. Go to [Wondershare Account Center](#) ..... 2. Select [Team Users](#) ..... 3. Choose [Add User](#) or [Import](#) users

Account Center



Sean\_WS

sean@wondershare.com

Overview

Plan & Products

Account

My Order

Special Offer

Creative Products

Manage Team

Team Plan

Team Users

Team User Groups

Select Team

sean@wondershare.com

Submit

Team Users

sean@wondershare.com

Add User

Import

Export Details

Remove Selected

Sync Enterprise Users

Search by email/name/department

	Email	Name	Roles	Department	Group	Plan	Add Date	Action
<input type="checkbox"/>							2024-11-26	<a href="#">Edit</a>   <a href="#">Remove</a>
<input type="checkbox"/>	user2@won...	user2	User	Marketing			2024-09-29	<a href="#">Edit</a>   <a href="#">Remove</a>
<input type="checkbox"/>	user1@won...	user1	Admin	R&D			2024-09-29	<a href="#">Edit</a>   <a href="#">Remove</a>

# 04. Multi-level Team Management

## Assign Users

1. Navigate to Team Plan ..... 2. Click **Assign Users** ..... 3. Select users and click **Submit** to confirm

Team Plan				
sean@wondershare.com				
Plan	Expiration Date	Users Limit(Used)	Remarks	Action
DemoCreator Busin...	2024-12-09	5(2)		<b>Assign Users</b>   Edit   Set Quota
DemoCreator Premi...	2025-02-21	5(3)		Assign Users   Edit   Set Quota
Wondershare PDFel...	2033-10-18	5(3)		Assign Users   Edit   Set Quota
Wondershare PDFel...	Unlimited	10(7)		Assign Users   Edit   Set Quota

← Back

Assign Users

Plan

Wondershare PDFelement for Windows Team Perpetual License (ProV9)

Assign Users

Seán + 6

Assign User Groups

Client Group1

Cancel

Submit



# 05. User Login



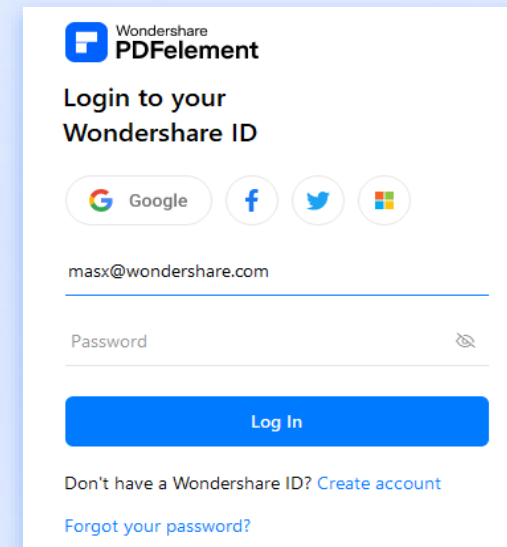
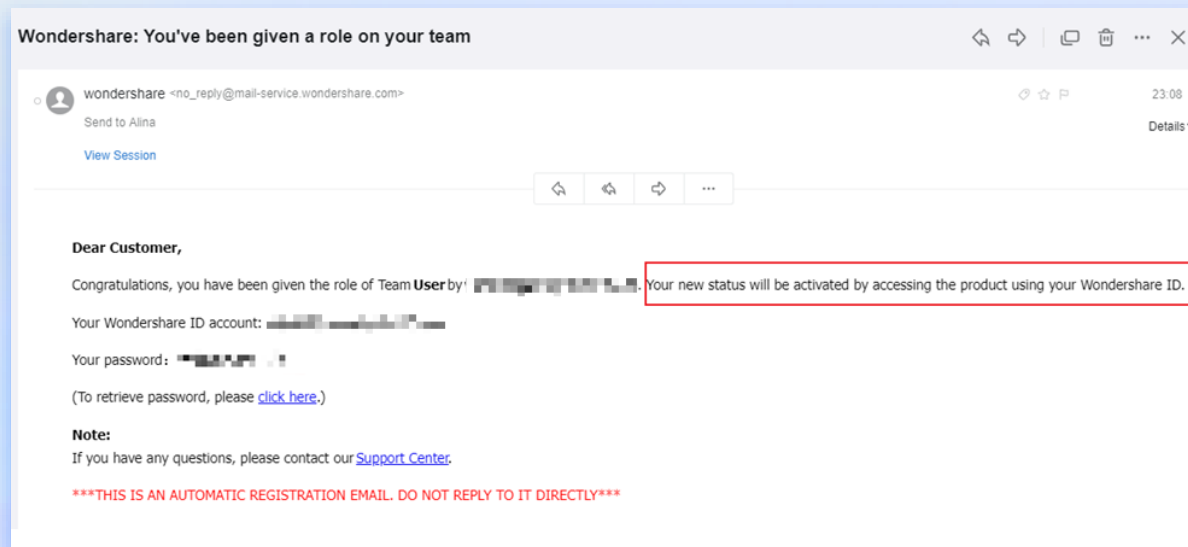
## 1. In Email:

- Once assigned, your team will receive an email from Wondershare, they can just sign in to use PDFelement.



## 2. In PDFelement:

- **Sign in** your Email Address
- Enter password

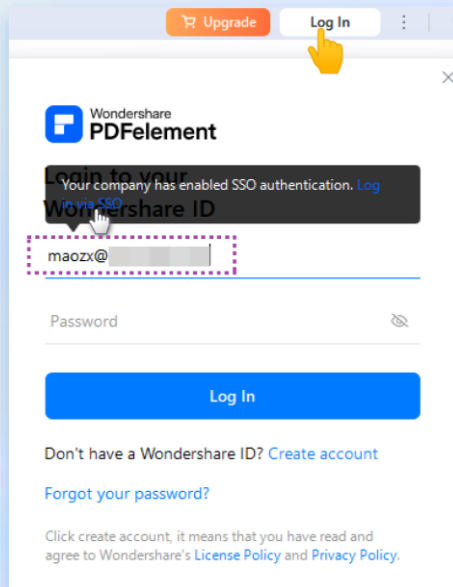


# 05. User Login-SSO



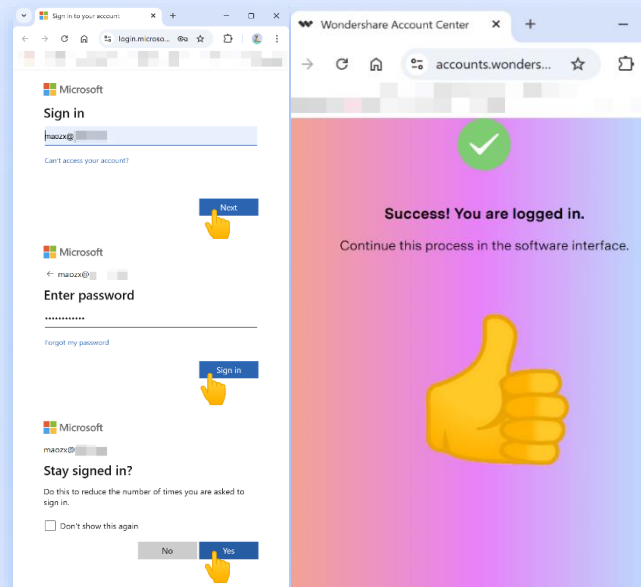
## 1. In PDFelement:

- Click "**Log In**," enter your email, skip the password (no need to input a password).
- Click "**Log in via SSO**" to be redirected to your web browser.



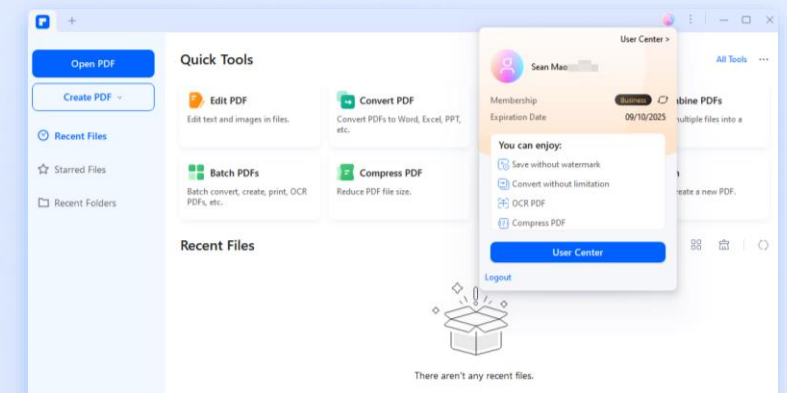
## 2. In Your Web Browser:

- **Sign in** your Microsoft Email Address
- Enter password
- Click "**Yes**" to Stay Signed in



## 3. Return to PDFelement:

Click the "**User Center**" to check.



# 05. Core Features

## All elements, One solution.

click each model to redirect to the tutorials.



### Edit

- Edit Text/Image/Link
- [Watermark/Background/](#)
- Header & Footer
- Page Numbers
- Bates Numbers



### Organize

- Rotate/Crop/Replace/Delete Page
- [Extract/Split/Insert PDF](#)
- Set the Size
- Page Labels/Boxes



### Comment

- Highlight/Pencil/Eraser
- Text Markup/Callout
- Shape/Note/Distance Measure
- Stamp/Signature
- Attachment
- Show Comments



### Tools

- [OCR/Area OCR](#)
- Combine/Compare/Compress/Flatten
- Batch PDFs
- Recognize Table
- Screenshot/Screen Recording



### Convert

- Create PDF from Various Format
- Convert to Word/Excel/PPT
- Convert to Image/Text/PDF/A...
- [Batch Convert](#)



### Form

- Edit Text/Area
- Check Box/Radio
- Button/Dropdown/Push
- Button/Digital Signature/Date
- [Recognize Form](#)
- Extract Data



### View

- Different Size Views
- Split View
- AI Read Mode/Read Aloud
- Rotate View
- Auto Bookmarks
- Rulers & Grids/Tiles



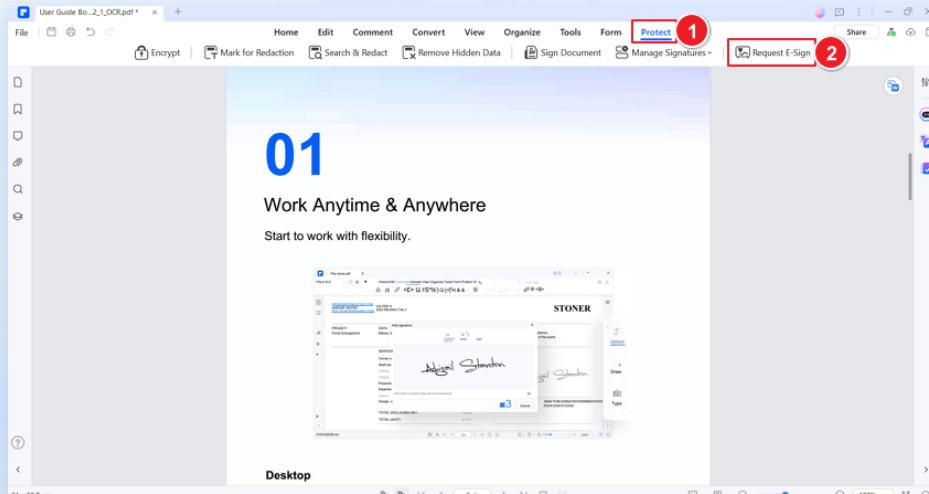
### Protect

- [Encrypt](#)
- Search & Redact
- Remove Hidden Data
- Sign Document
- Manage Signatures/Certifications
- Request e-signatures

# 05. Core Features: E-Sign (Value-added)

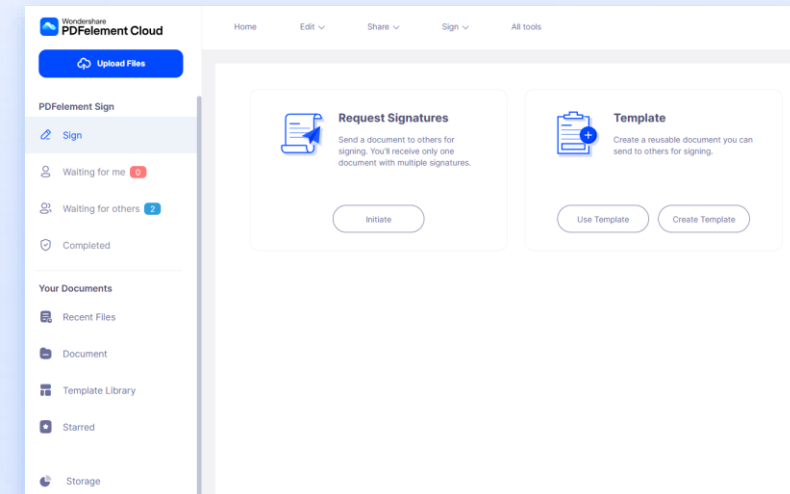
## Desktop E-sign Feature

- Open PDFelement and navigate to Protect >> Request E-sign
- Quick Guide For [How to Send PDF for eSignatures](#) & [How to sign PDF](#)



## Web-based E-sign Feature

- You can access [PDFelement Cloud](#) to manage all agreements
- [Quick Guide For PDFelement Cloud](#)



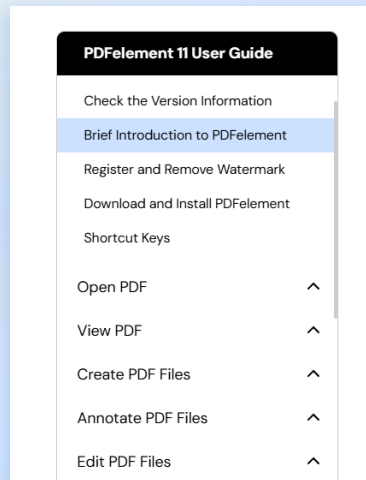
## Video Tutorials for E-sign

- ① [E-signature Introduction](#)      ② [How to make certificate electronic signature on PDF](#)      ③ [Send a Document for Electronic Signature](#)

# 06. Useful Resources

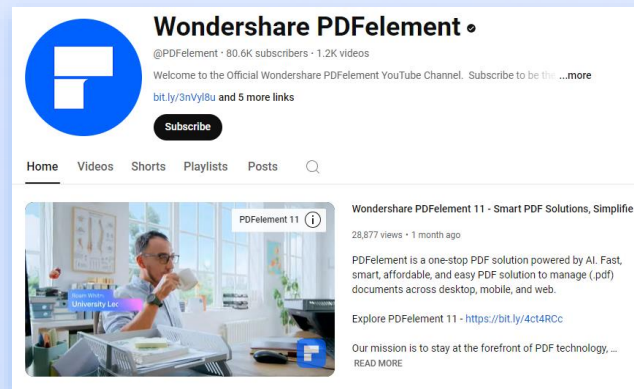
## User Guide

- PDFelement Features:  
<https://pdf.wondershare.com/guide/pdfelement-windows.html>
- Account Center:  
[https://prod-res.wondershare.cc/prod-att/Wondershare Account Center User Manual\\_resource\\_5501\\_11.3.0.html](https://prod-res.wondershare.cc/prod-att/Wondershare Account Center User Manual_resource_5501_11.3.0.html)



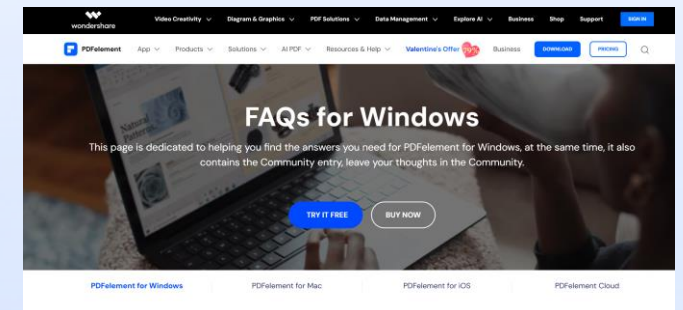
## Video Tutorials on Youtube

- Youtube Channel:  
<https://www.youtube.com/@PDFelement>
- PDFelement V11 Demo Video:  
<https://youtu.be/B2ufWCay7mw>



## FAQ

- FAQ & Troubleshooting:  
<https://pdf.wondershare.com/faqs/>







# Smart PDF Solutions, Simplified by AI.

 <https://pdf.wondershare.com/business/>

 [b2bmarketing@wondershare.com](mailto:b2bmarketing@wondershare.com)

