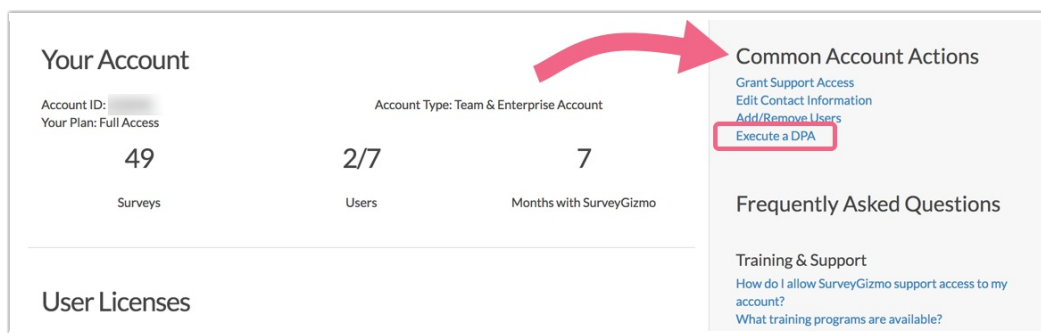


# Complete a Data Processing Addendum (DPA)

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 > Account Overview.
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](mailto:compliance@alchemer.com).

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