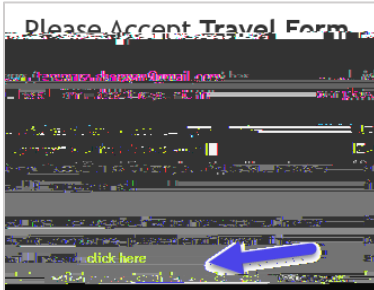


## DELEGATING DOCUMENTS

You can delegate a document to another authorized signer. To delegate to someone else,

1. From the document email, click the link,

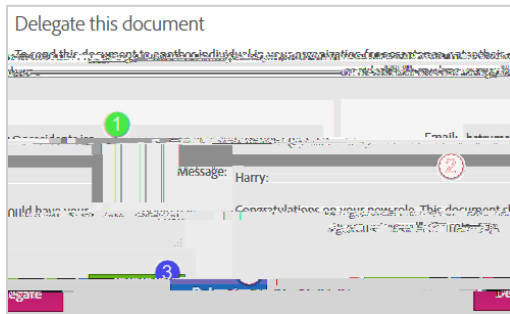


2. On the Delegate this Document screen,

In the Email, enter the email address of the authorized signer to whom you want to delegate the document

In the Message, enter a reason for delegating the document

Click **Delegate**



3. After delegating the document, you will see the following message.



For more information, please visit the [Adobe Sign Resources](#) page or refer to the [Adobe Sign Signer Basics QRG](#).