

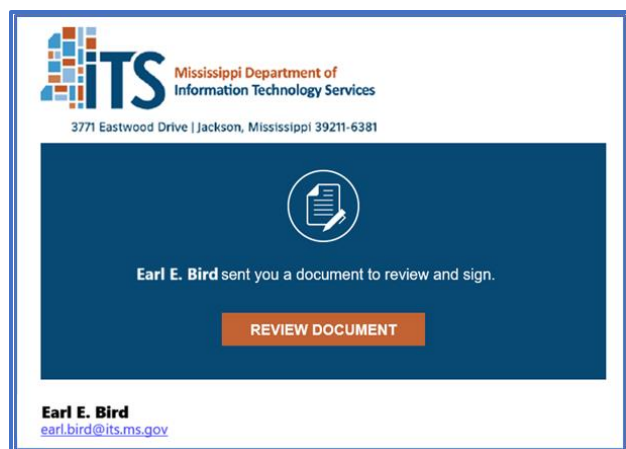


DocuSign Signature Reassignment Instructions

Use these instructions to reassign documents sent by Mississippi Information Technology Services. You do not need to sign up for a DocuSign account to reassign a document to another signer.

Signature Reassignment

If you're not the right person to sign a document, you can assign someone else. For example, you transfer to a different position and no longer have signing responsibility for certain types of documents. Reassigning a DocuSign document may be necessary when there are changes in ownership, process requirements, or the need to transfer document control to another party. In a dynamic business environment, reassigning documents can play a crucial role in maintaining operational efficiency and compliance standards.



Step 1: You will receive an email from dse_NA4@docusign.net telling you that a document has been sent for your signature. The email will give the name and email address of the sender and may include additional information. Select the orange 'Review Document' button, and you will be taken to the document in your default browser.

Step 2: Select the 'Other Actions' drop-down and select 'Assign to Someone Else.' You will be prompted to enter in the new signer's name and email address. You may enter a custom message explaining the reassignment. The ITS member and new signer will be notified by email of the change, and you will be added as a Carbon Copy recipient.

