

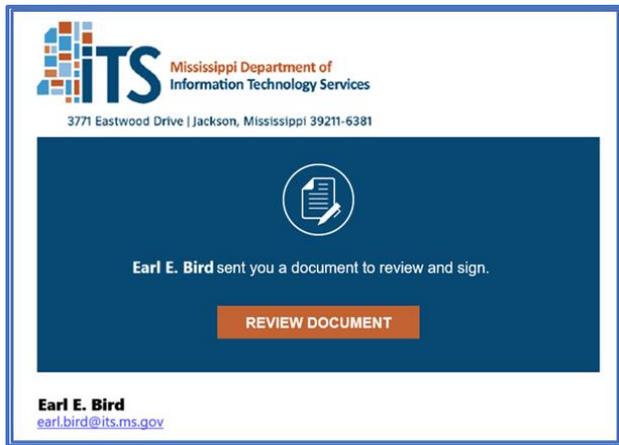


DocuSign Signature Reassignment Instructions

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.

