DELEGATING DOCUMENTS

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

1. From the document email, click the link, **click here .... to delegate**

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.
   - "Travel Form" has been forwarded to [email]

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