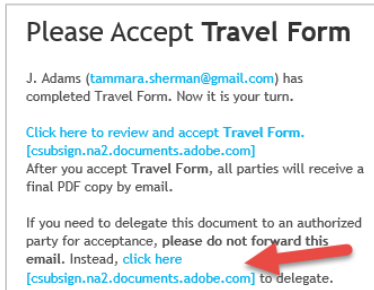


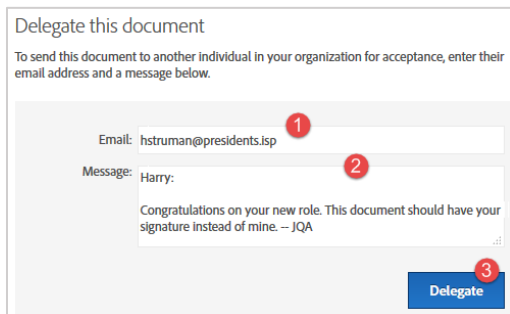
DELEGATING DOCUMENTS

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 hstruman@presidents.isp for Acceptance.

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