You may receive a document for signature in DocuSign that you do not have authority to sign. This job aid walks through the steps to reassign a document to someone else.

You’ll receive an email notification when a document has been sent for your signature.

To begin, click **Review Document**.

In the Other Actions menu, select **Assign to Someone Else**.

Complete the information for the new signer, including an explanation for changing signing responsibility.

Once the appropriate fields are complete, click **Assign to Someone Else**.

Learn more: [osr.northwestern.edu/subcontracts](osr.northwestern.edu/subcontracts)