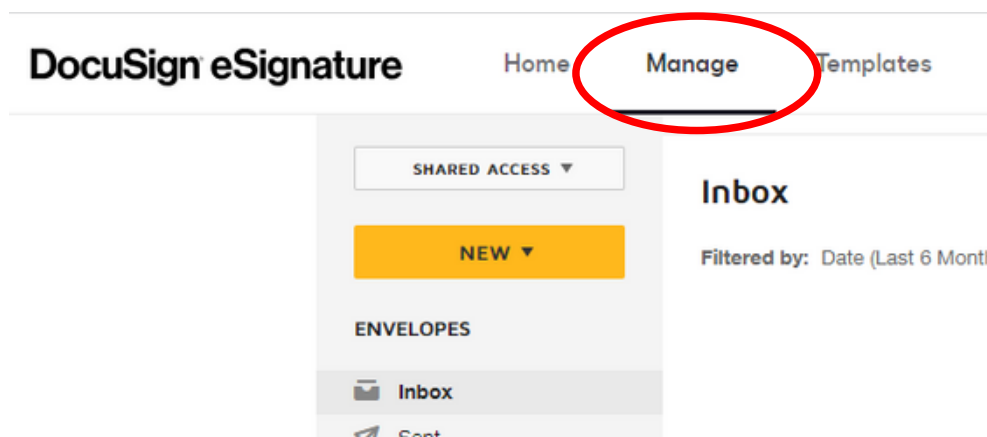


Share Envelopes

1

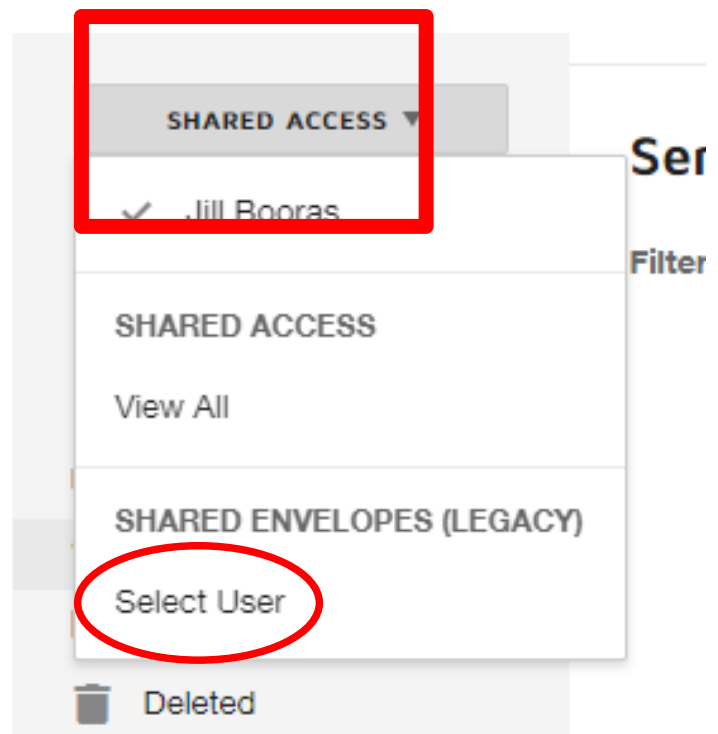
***NOTE-** To share envelopes with team members, you must reach out to a DocuSign Administrator. Contact the IT Team for help

- Click on the “Manage” tab



2

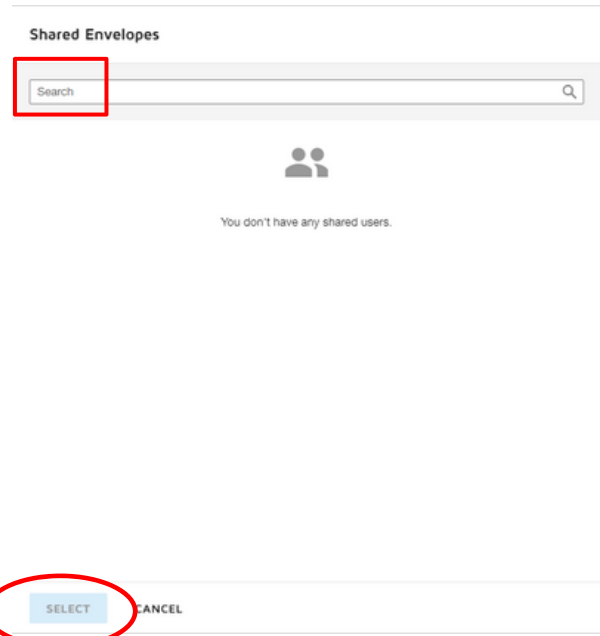
- Click on “Shared Access” in the top left-hand side of the screen
- Under “Shared Envelopes” click on “Select User”



Share Envelopes

3

- A new screen will appear. Input the name of the person you'd like to share an envelope with
- Click "Select" at the bottom left of the screen



4

- Click on "Shared Access" in the top left-hand side of the screen
- Under "Shared Envelopes" click on "Select User"

