

Delegate

1. From the dashboard, navigate to the Account Tab

The screenshot shows the Adobe Sign dashboard for RICE University. The browser address bar displays <https://riceuniversity.na1.documents.adobe.com/account/home>. The dashboard header includes the RICE logo, 'POWERED BY Adobe Sign', and a 'New!' notification. The navigation menu contains 'Dashboard', 'Send', 'Manage', 'Reports', and 'Account', with 'Account' circled in red. The user's name 'Christopher' is visible in the top right. The main content area features a search bar and several widgets: 'Get a Signature' with options to 'Get a Document Signed' and 'Use a Workflow'; 'Your Activity for This Month' showing 'Agreements Completed' at 61% and 'Median Time to Complete' at 3.6 min; 'Waiting For Me' with a 'You have no documents.' message; and 'Recent Events' listing document activities. The footer contains copyright information for Adobe Systems Incorporated and links for Terms, Privacy, Cookies, Consumer Disclosure, Trust, and AdChoices.

2. Then within your personal settings, select the Auto Delegation section.

Access Tokens

Auto Delegation

My Events/Alerts

Shared Events/Alerts

My Signature

Language Preferences

Sharing Status

Auto Delegation

Any agreements sent to you for signature with automatic delegation enter the email address of the alternate signer below. If you do not want to enable automatic delegation, leave this value blank.

Delegated Signer:

3. Here you can provide one email address to delegate your account to.

Auto Delegation

Any agreements sent to you for signature can be automatically delegated to an alternate signer. To enable automatic delegation enter the email address of the alternate signer below. If you do not want to enable automatic delegation, leave this value blank.

Delegated Signer:

Both you and your delegated signer will receive all emails from adobe and both of you will have the ability to sign.

This delegation will be active until you change it.