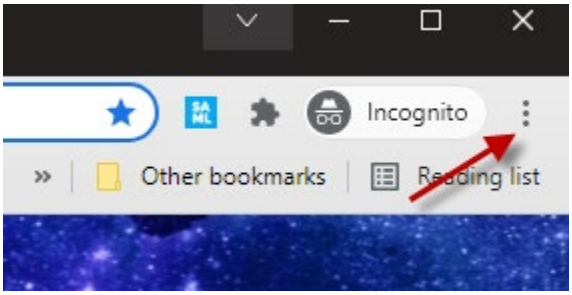
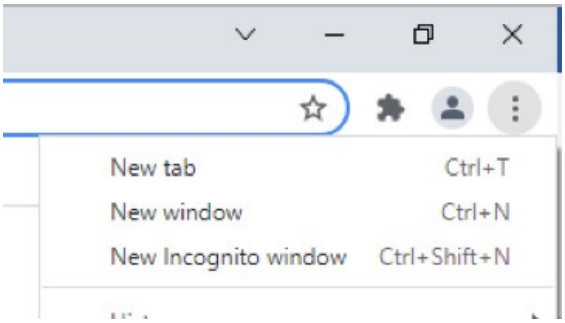
# Job Aid for Accessing DocuSign form with Single Sign On(SSO) using the Delegated Email/Resource shared account

1. Right Click on the Review Documents Button and choose Copy Hyperlink then paste the URL into an Incognito Window in Chrome or New Private Window in Firefox
2. Logon using the Delegated Shared Email Account and Delegated Password setup when the account was added to Docusign workflow.

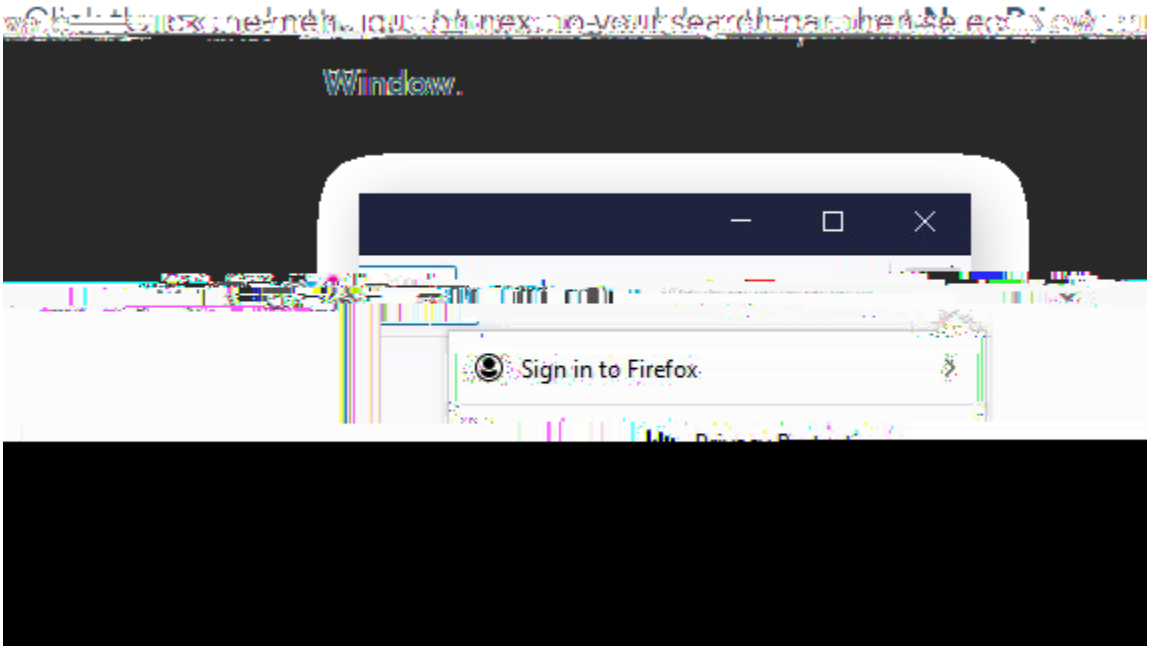
How to Open Incognito Window in Chrome or New Private Window in Firefox

Chrome - clicking on the 3 dots in upper right corner of browser and choose Incognito window

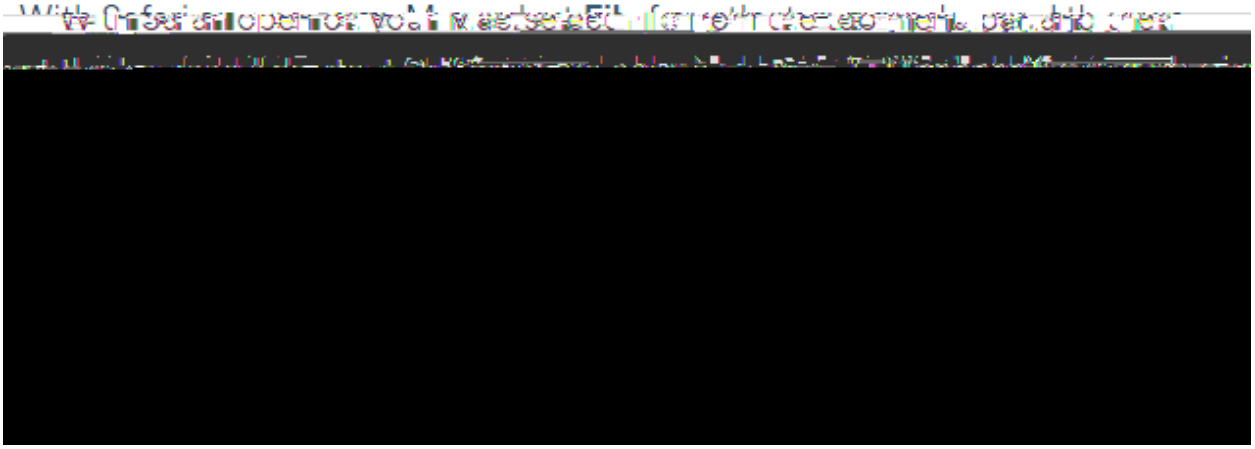


Firefox




Safari



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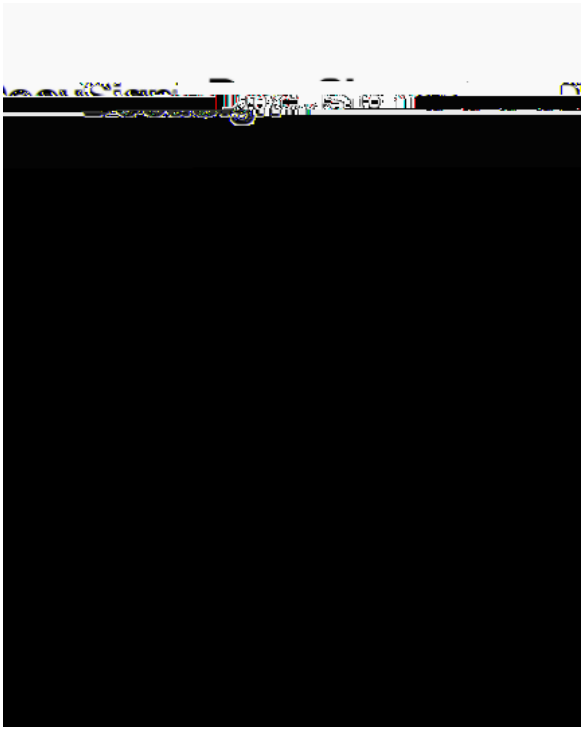
TO RESET the DocuSign Password

If the Delegated Email account has been activated, there is a forgot password link that you can use to reset your password from the DocuSign login page as below.