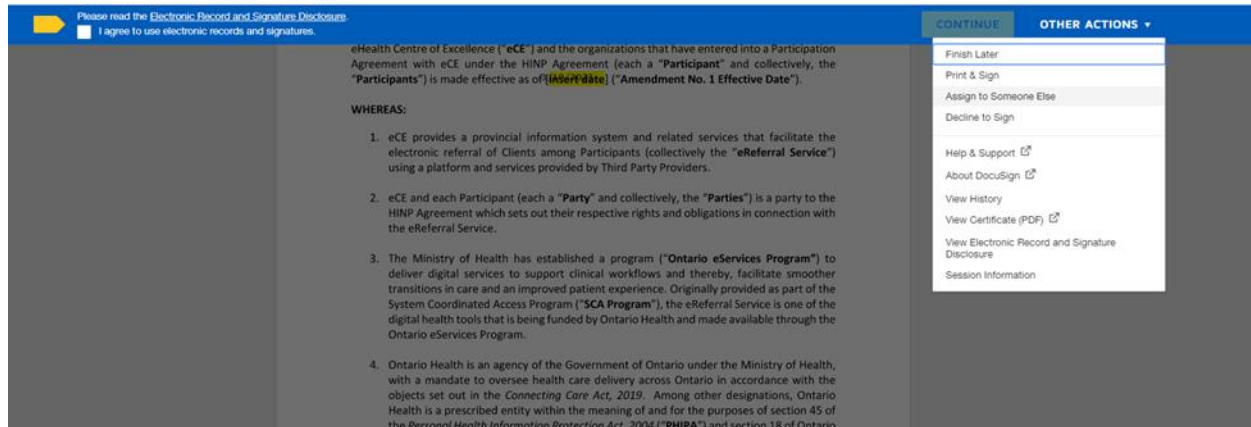


Clinician Resource – How to Forward the Docusign Agreement eReferral Repository

Step 1: From the drop down menu, select “Assign to Someone Else”.



Step 2: Complete the fields and click assign.

A screenshot of a dialog box titled "Assign to Someone Else". The dialog box contains three input fields: "New Signer's Name *", "New Signer's Email *", and "Provide a reason for assigning to someone else". Below the text area, it indicates "250 characters remaining". At the bottom of the dialog box, there are two buttons: "ASSIGN" and "CANCEL". A note at the bottom states: "The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient."

Step 3: You'll see the below screen once you successfully assign the file to someone else.

You've Changed The Signer



We've notified the sender and new signer. You'll receive an email copy once everyone has signed.