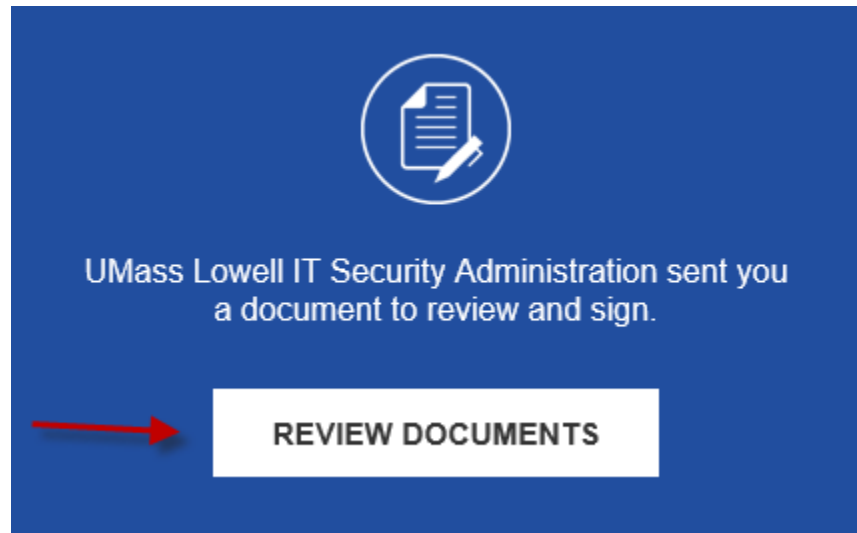


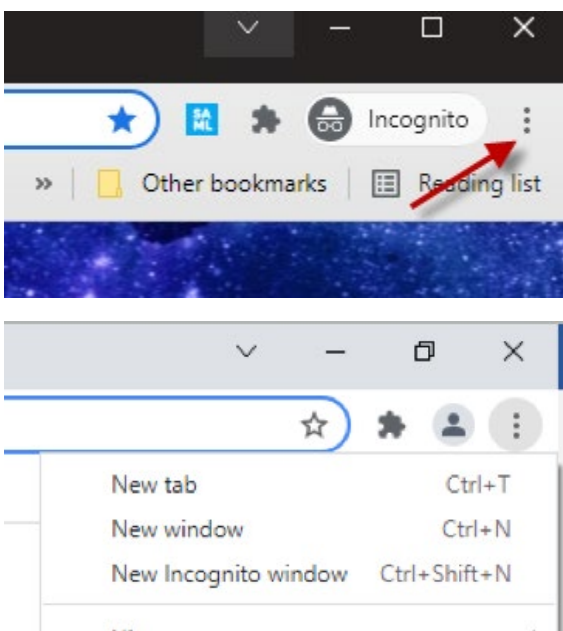
## Job Aid for Accessing DocuSign form with Single Sign On(SSO) using the Delegated Email/Resource shared account



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

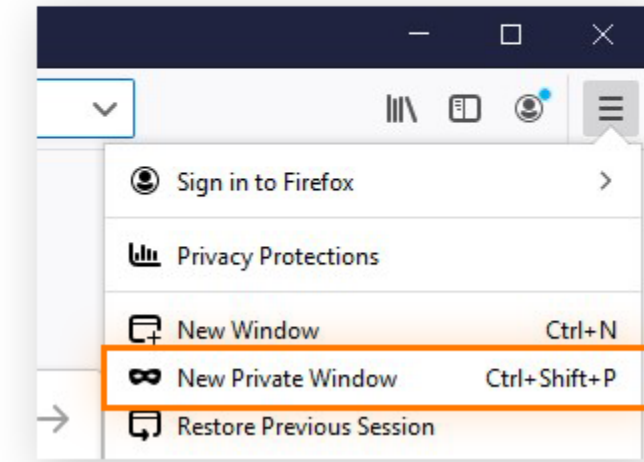
### How to Create Incognito Browser in Chrome or a New Private Window in Safari/Firefox Browser.

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



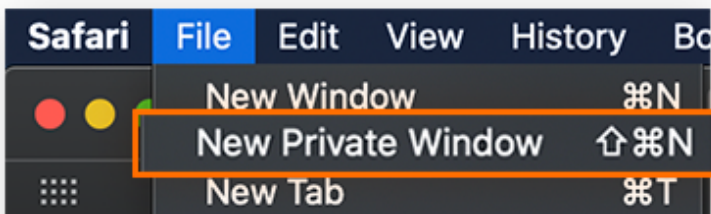
## Firefox

Click the menu button next to your search bar, then select **New Private Window**.



## Safari

With Safari open on your Mac, select **File** from the top menu bar, and then choose **New Private Window**. You can also input the keyboard shortcut **Shift + Command + N**.



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## TO RESET the Delegated Shared Email/Resource Account Email

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.



Please log in to your account

eforms@uml.edu

LOG IN

[Forgot password](#) ←

USE COMPANY LOGIN

[Sign in as a different user](#)

[Cancel](#)