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**.

![Firefox menu](image.png)

**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**.

![Safari menu](image.png)

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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

Password

LOG IN

Forgot password

USE COMPANY LOGIN

Sign in as a different user
Cancel