

DocuSign: Decline to sign

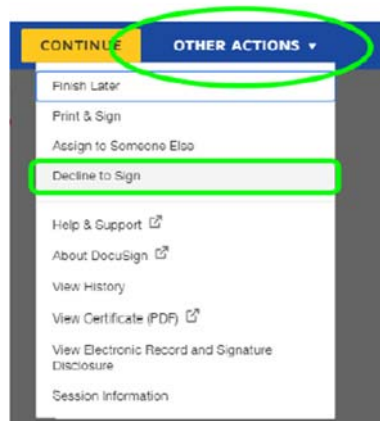
You may decline to sign a DocuSign envelope when:

- You received a document meant for another person
- You're signing a document and some of the items are missing or incorrect
- The DocuSign envelope is missing key documents

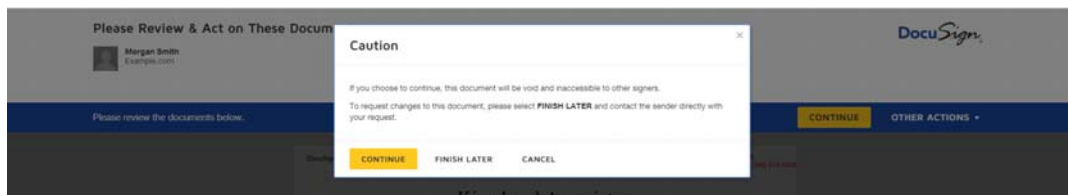
When you decline to sign, it voids the entire DocuSign envelope for you and all other recipients of the envelope. Before declining to sign a document, ask the sender of the envelope a question by posting a comment to the envelope.

To decline to sign:

1. Open the email notification and click **REVIEW DOCUMENT**.
2. In the upper-right of the envelope click **OTHER ACTIONS** and select **Decline to Sign**.



3. Confirm that you understand that declining to sign voids the envelope not only for yourself, but also for all the other recipients of the envelope. Click **CONTINUE**.



4. Provide the sender of the envelope a reason why you are declining to sign. The sender of the document may require you to provide a reason why you're declining. The text you enter will be emailed to the sender and will be recorded as part of the envelope history.



5. After providing a reason why you are declining, click **DECLINE TO SIGN**.