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

When you receive an email notification from Docusign asking you to Review or Sign documents as in below:



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



Safari

