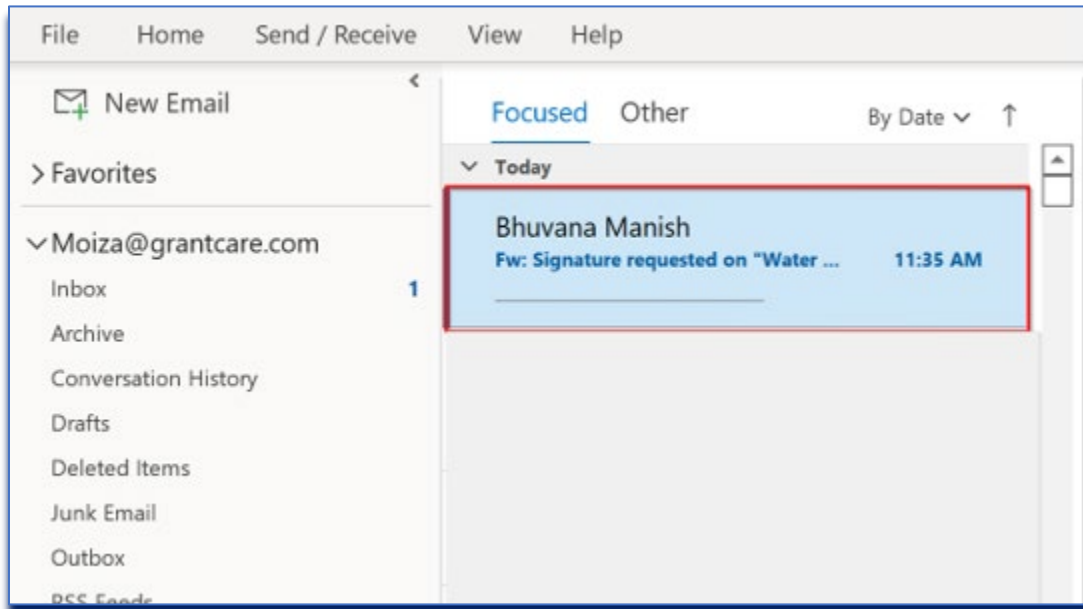
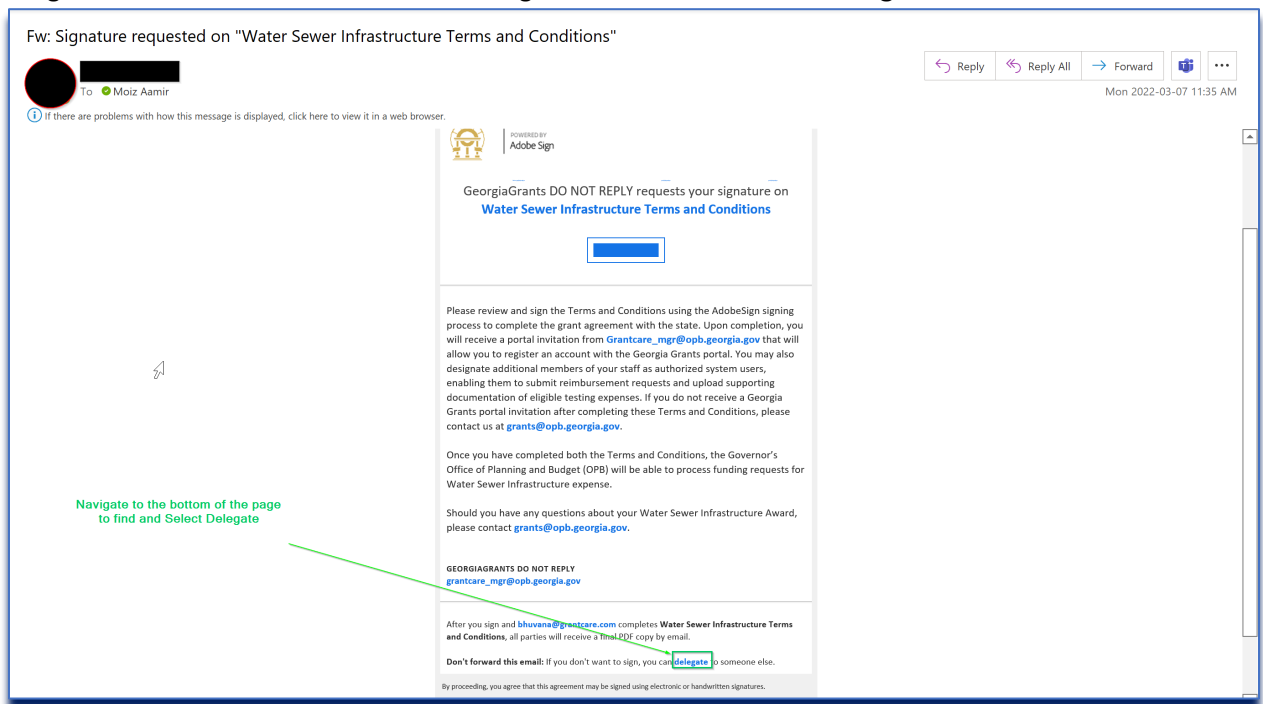


# How to Delegate the Terms and Conditions

1. Open the email with a subject line "Signature requested on "Water Sewer Infrastructure Terms and Conditions""

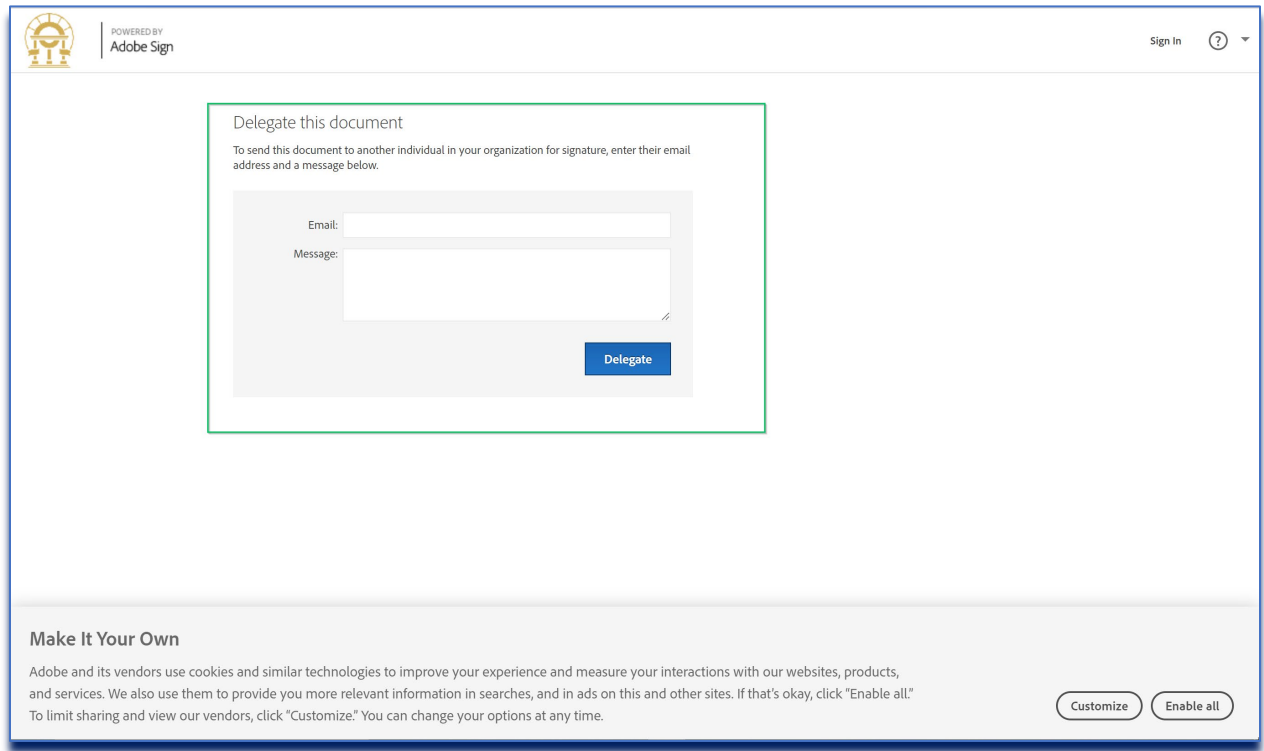


2. Navigate to the bottom of the email in the agreement details to find "Delegate" and click.



# How to Delegate the Terms and Conditions

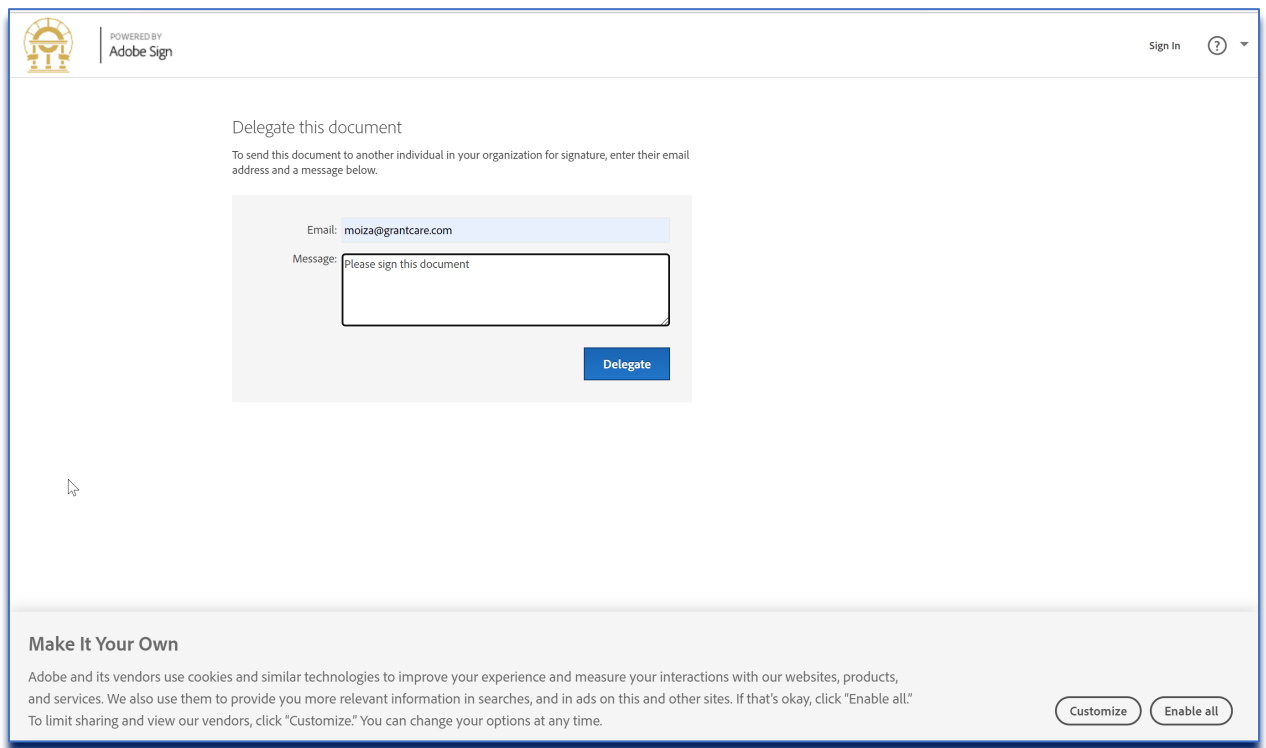
3. Selecting Delegate will take you to another link allowing you to Delegate the Document.



The screenshot shows the Adobe Sign interface for delegating a document. At the top left is the Adobe Sign logo with the text "POWERED BY Adobe Sign". At the top right are links for "Sign In" and a help icon. The main content area is titled "Delegate this document" and includes the instruction: "To send this document to another individual in your organization for signature, enter their email address and a message below." Below this is a form with an "Email:" label and a text input field, and a "Message:" label with a larger text area. A blue "Delegate" button is positioned at the bottom right of the form. At the bottom of the page, there is a "Make It Your Own" section with a paragraph about cookies and two buttons: "Customize" and "Enable all".

4. Fill Out the Email and Message you like to send the document to

# How to Delegate the Terms and Conditions



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Adobe Sign

Sign In ?

Delegate this document

To send this document to another individual in your organization for signature, enter their email address and a message below.

Email: moiza@grantcare.com

Message: Please sign this document

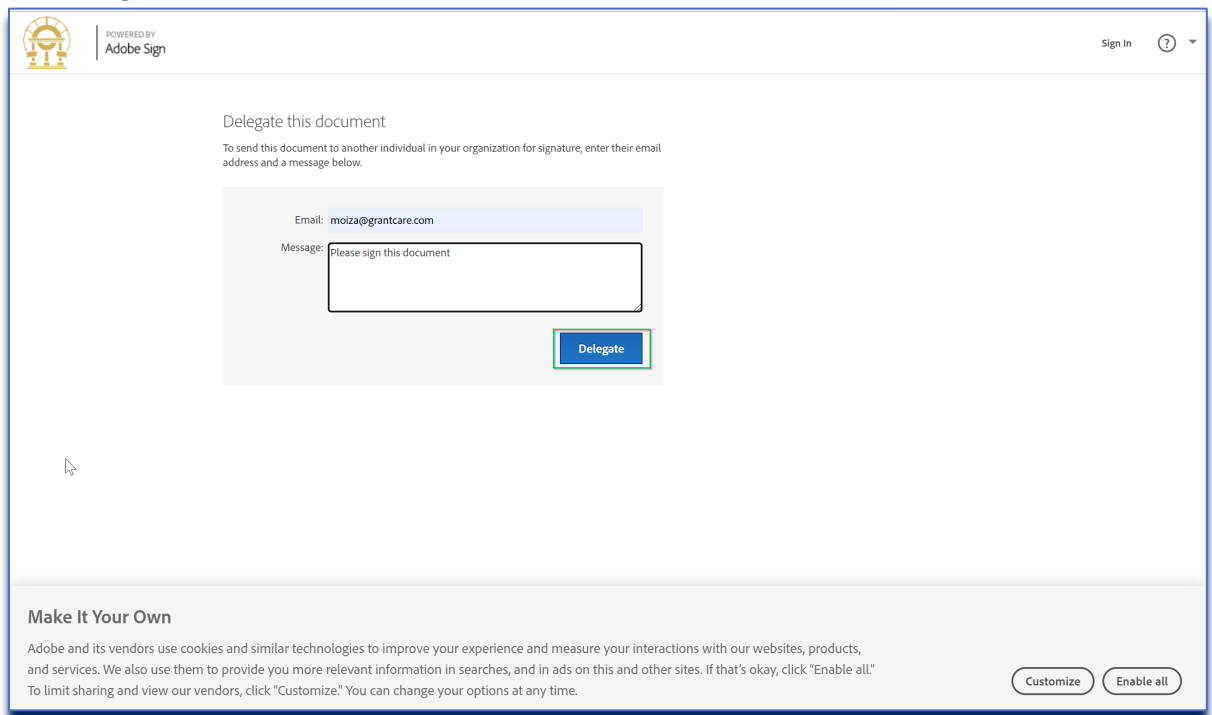
Delegate

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Customize Enable all

## 5. Press **Delegate** to send



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Sign In ?

Delegate this document

To send this document to another individual in your organization for signature, enter their email address and a message below.

Email: moiza@grantcare.com

Message: Please sign this document

Delegate

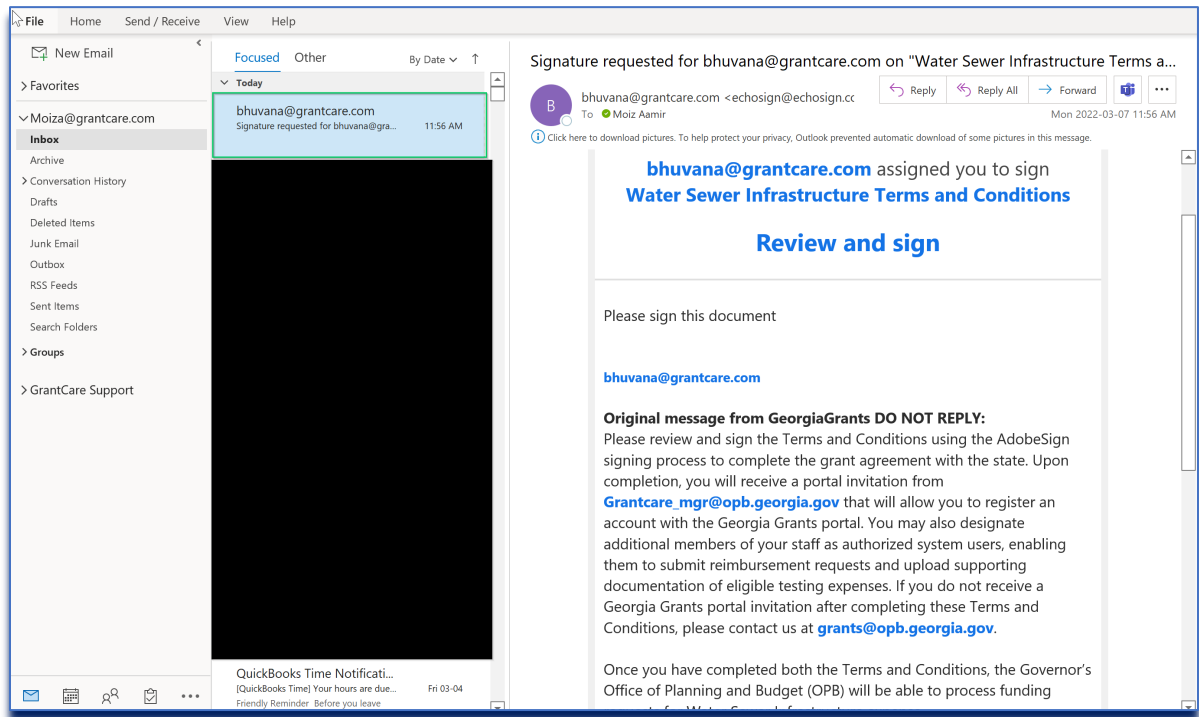
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Customize Enable all

## 6. The Delegated recipient should receive an email informing them that they have been assigned to sign Documents

# How to Delegate the Terms and Conditions



End of Document