

Void Documents

Follow the steps below for instructions on how to void incomplete documents in DocuSign.

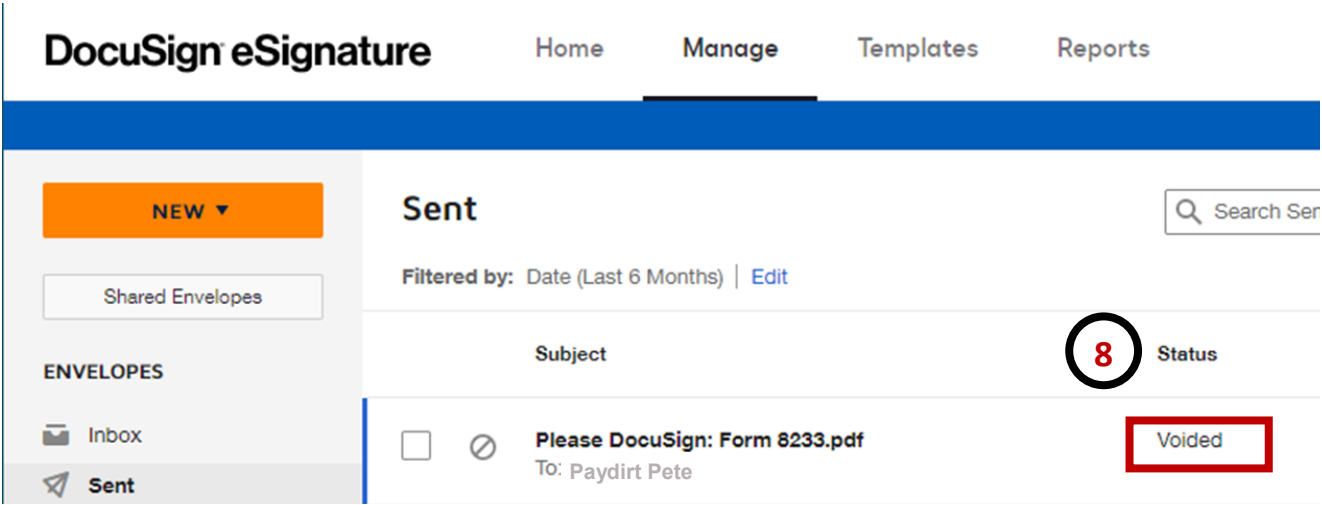
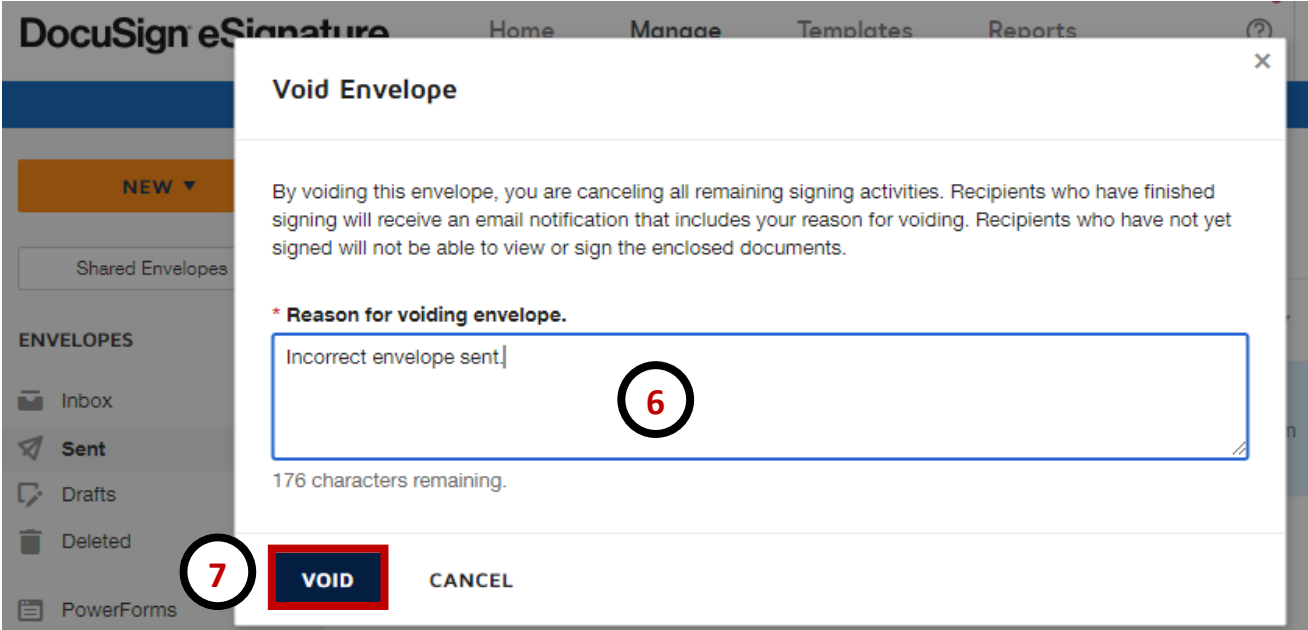
The screenshot shows the DocuSign eSignature interface. At the top, the 'Manage' menu item is circled with a red box and the number 1. On the left sidebar, the 'Sent' folder is circled with a red box and the number 2. In the main content area, a document titled 'Please DocuSign: Form 8233.pdf' is circled with a red box and the number 3. The document status is 'Waiting for Others'. The 'RESEND' dropdown menu is open, and the 'Void' option is circled with a red box and the number 5. The 'Last Change' column shows the date '7/26/2021 02:29:11'.

Subject	Status	Last Change
<input checked="" type="checkbox"/> Please DocuSign: Form 8233.pdf To: Paydirt Pete	0/2 Waiting for Others	7/26/2021 02:29:11

1. Select **Manage** from the top menu in DocuSign.
2. Navigate to the **Sent** folder.
3. Locate the incomplete envelope desired.
4. Click the drop down menu.
5. Select **Void**.

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6. Enter a brief reason for voiding the envelope.
7. Click **VOID**.



8. The status of the envelope will update to **Voided**.