Void Documents

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

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

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