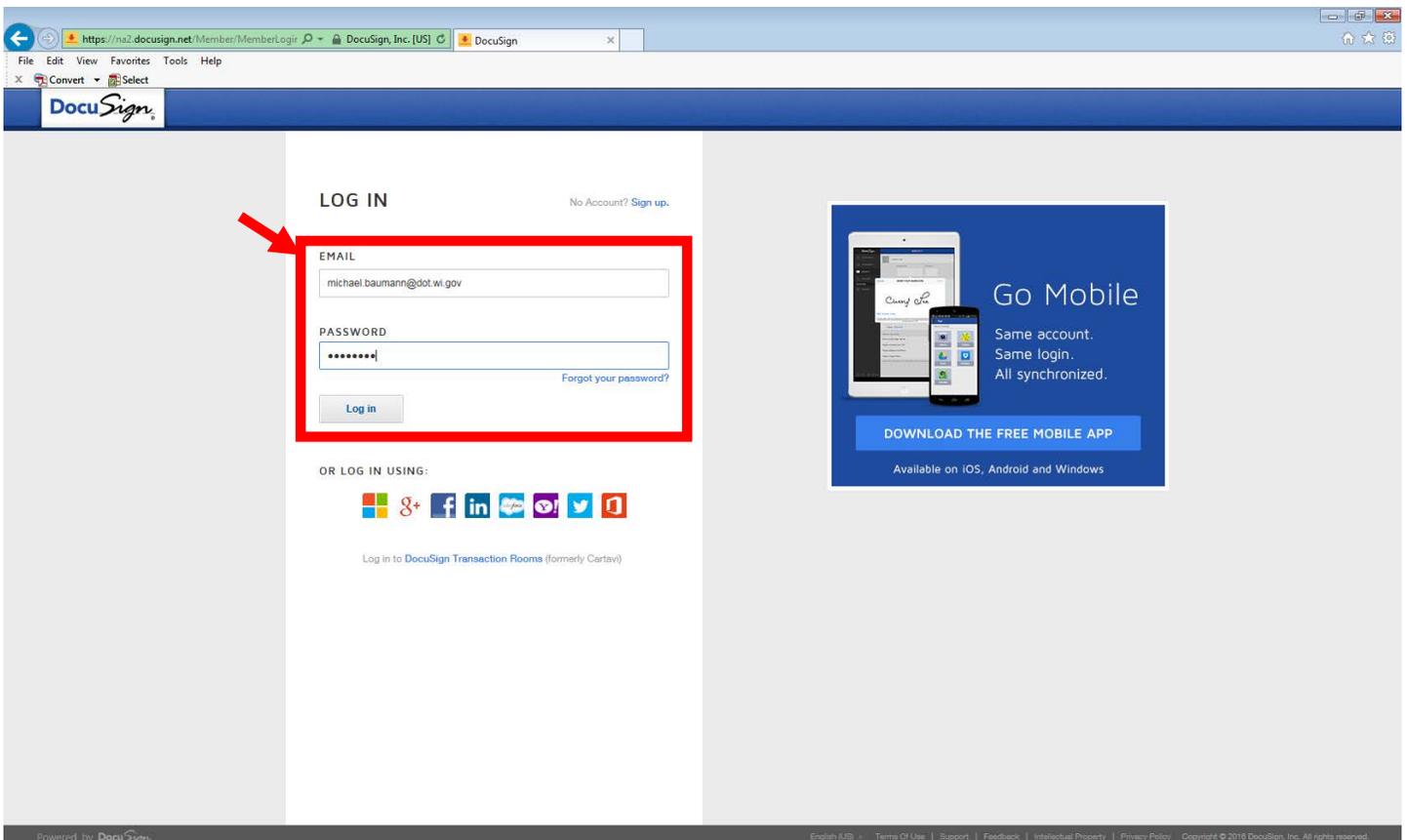


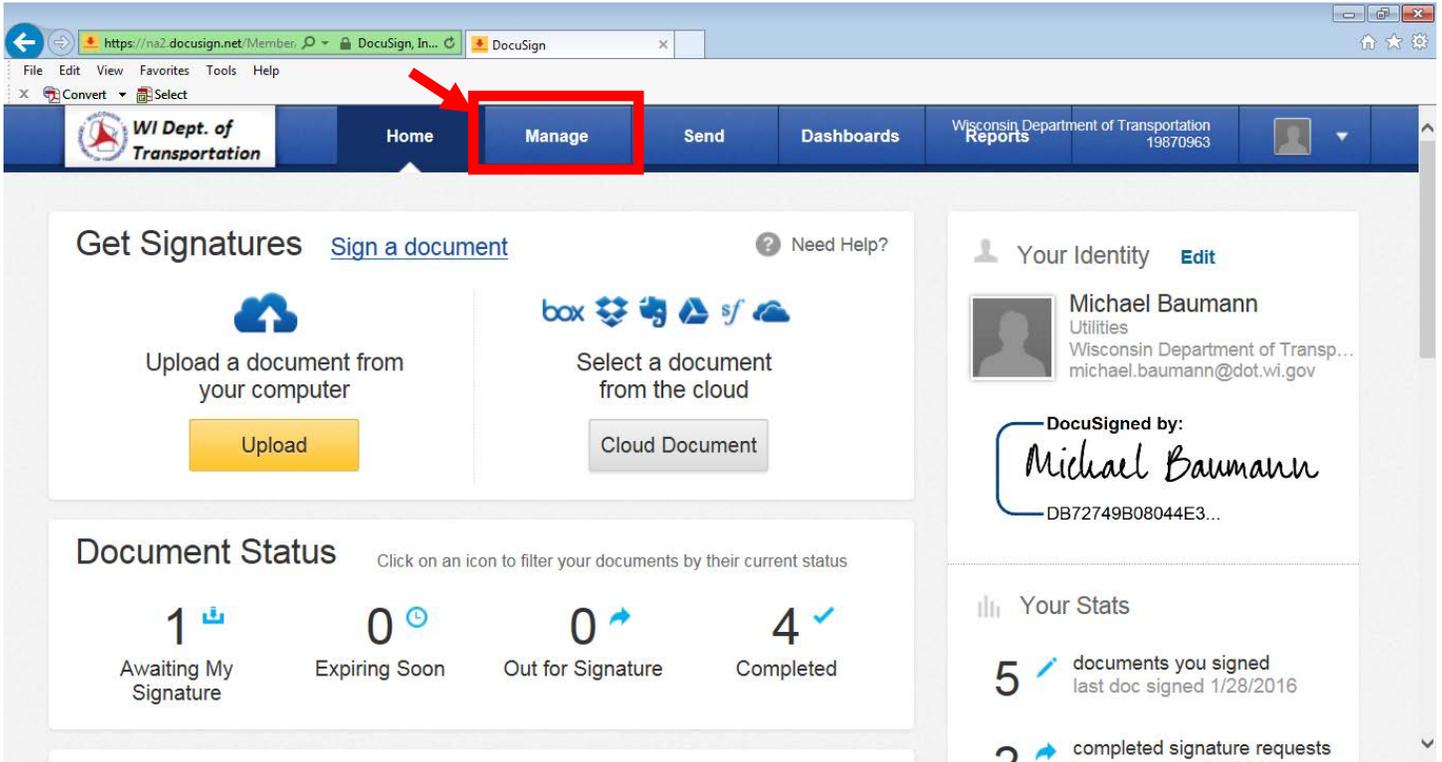


## How to Void a DocuSign Submittal

1. Click on the link below to connect you to the WisDOT Production Environment in DocuSign  
<https://www.docusign.net/Member/MemberLogin.aspx>
2. Type in your email address and your password that you registered in DocuSign
3. Click LOG IN



4. Click Manage



*Note: Once you click LOG IN, DocuSign will open and you will be at your homepage.*

5. Click Inbox
6. Confirm that the Status of the email in the DocuSign Inbox is In Process

The screenshot shows the DocuSign web interface for a user at the Wisconsin Department of Transportation. The interface includes a navigation bar with 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. A search bar and 'Actions' dropdown are visible. The main area displays a table of envelopes. The first envelope, sent by Michael Baumann, is highlighted with a red box and has a status of 'In Process'. A red arrow points to the 'Inbox (4)' folder in the left sidebar, and another red arrow points to the 'In Process' status in the table. Below the table, the 'Document' tab is selected, showing the envelope status as 'In Process' and a list of actions: 'Sent by Michael Baumann', 'Signed by Michael Baumann', and 'Next to sign Statewide Utility Projects Coordinator'.

From	Subject	Received	Completed	Status
Michael Baumann	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf	1/29/2016 10:55:48 AM PT		In Process
Michael Baumann	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf	1/29/2016 8:35:21 AM PT	1/29/2016 8:51:15 AM PT	Completed
Michael Baumann	Please DocuSign these documents: 1055-11-21_COR_Wisconsin_Public_Service_Elcty_UTL_80.pdf, 105511...	1/28/2016 3:47:44 AM PT		Voided
David Esse	Please DocuSign this document: WisDOT DocuSign Trial_Test Doc.pdf	5/18/2015 1:04:09 PM PT	5/28/2015 2:14:21 PM PT	Completed

**Envelope Status: In Process**

**Envelope Subject:** Please DocuSign this document: COVERMEMOAGRMT\_Charter Comm\_COMLN\_1055-11-41\_85.pdf

**Pages:** 2

1. Sent by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 10:55:48 AM PT
2. Signed by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 10:56:05 AM PT
3. Next to sign Statewide Utility Projects Coordinator (dotdsdcouilitycoordination@dot.wi.gov)

- 7. Click Actions
- 8. Click Void

The screenshot shows the DocuSign web interface for a user at the Wisconsin Department of Transportation. The interface includes a navigation bar with 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. A search bar and an 'Actions' dropdown menu are visible. The 'Actions' menu is open, showing options like 'Clone', 'Correct', 'Delete', 'History', 'Certificate', 'New Envelope', 'Open', 'Void', and 'Export Selected as CSV'. The 'Void' option is highlighted with a red box. Below the menu, a table lists envelopes with columns for 'From', 'Subject', 'Received', and 'Completed'. The selected envelope's details are shown below the table, including the status 'In Process' and a list of actions taken.

From	Subject	Received	Completed
Michael Baumann	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLNL_1055-11-41_85.pdf	1/29/2016 10:55:48 AM PT	
Michael Baumann	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLNL_1055-11-41_85.pdf	1/29/2016 8:35:21 AM PT	1/29/2016 8:51:15 AM PT
Michael Baumann	Please DocuSign these documents: 1055-11-21_COR_Wisconsin_Public_Service_Elcty_UTL_80.pdf, 105511...	1/28/2016 3:47:44 AM PT	
David Esse	Please DocuSign this document: WisDOT DocuSign Trial_Test Doc.pdf	5/18/2015 1:04:09 PM PT	5/28/2015 2:14:21 PM PT

**Envelope Status: In Process** [Hide Completed](#)

**Envelope Subject:** Please DocuSign this document: COVERMEMOAGRMT\_Charter Comm\_COMLNL\_1055-11-41\_85.pdf

**Pages:** 2

1. Sent by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 10:55:48 AM PT
2. Signed by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 10:56:05 AM PT
3. Next to sign Statewide Utility Projects Coordinator (dotstdccoutilitycoordination@dot.wi.gov)

- 9. Provide a reason for voiding the envelope
- 10. Click Void Envelope

Are you sure you want to void this envelope?

Voiding an envelope will remove access to the envelope for your recipients. Once voided, they will no longer be able to view or sign it.  
To void this envelope, please provide a reason for voiding below, and press 'Void Envelope'. An email will be sent to recipients who have already signed, informing them this envelope has been voided along with your comments.

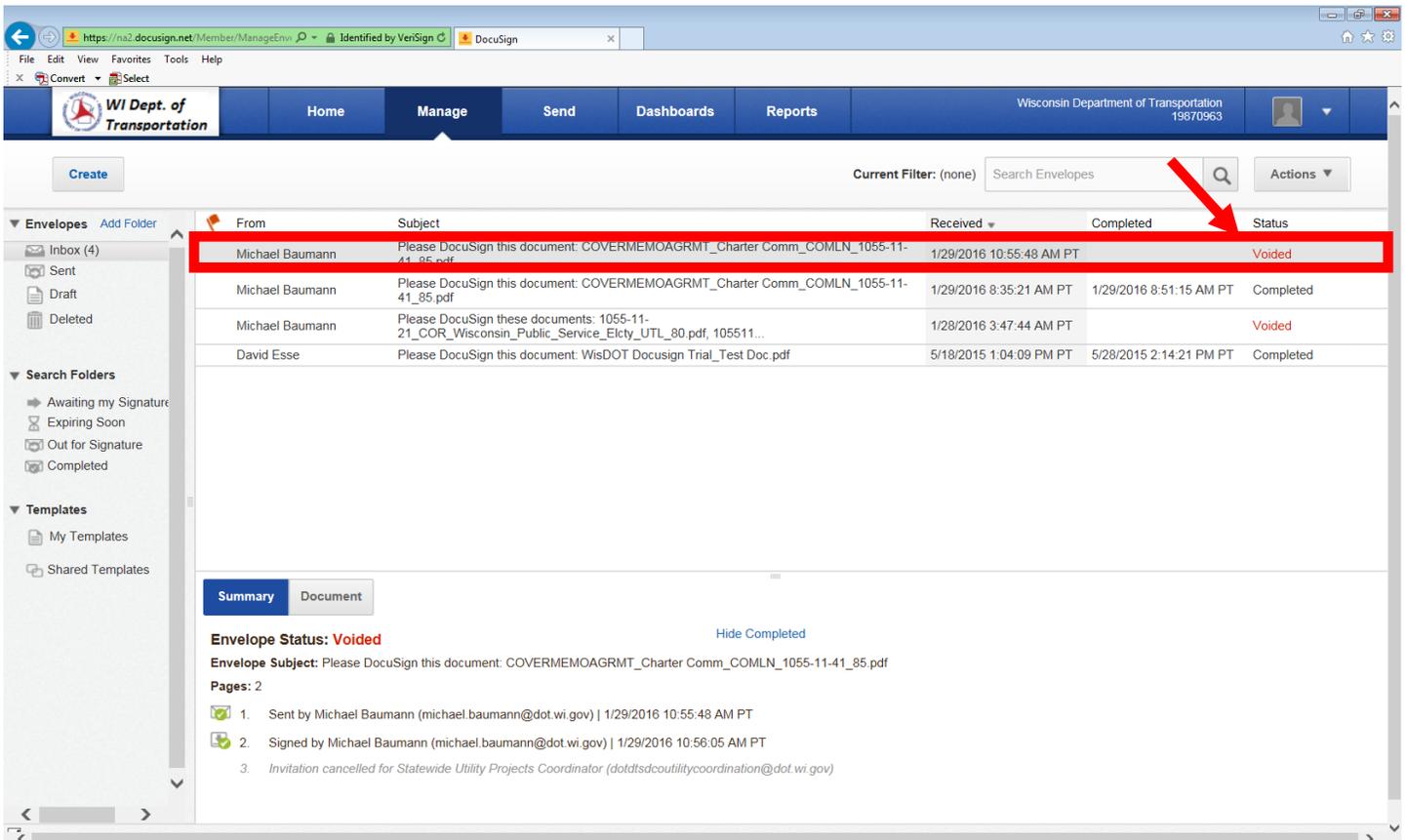
Status	Envelope ID	Subject
Will be voided:	948BD381-D594-4124-AEEC-F4C33117834B	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COML_N_1055-11-41_85.pdf

Void this submittal due to revised documents.

characters remaining 155

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- 11. Once you click Void Envelope, DocuSign will automatically return you to the Inbox in the Manage tab
- 12. The Status of the email in the DocuSign Inbox will automatically be changed to Voided



Note: An email will automatically be sent to the Recipients email address in Microsoft Outlook. Open and Log into Microsoft Outlook. Locate this email and follow the policy and procedures already established for retaining official records by accessing the information on the DOTNET at this link: <http://dotnet/bmsrecords/index.html>