

Delegated Signing Authority in OneSpan

Delegation is a setting in the eSignature portal that allows a user to access the account of another person (a.k.a. “delegate”). A user with delegated access can access the other person’s transactions so they can create, view, and sign transactions that are in progress.

Delegation is intended for two purposes:

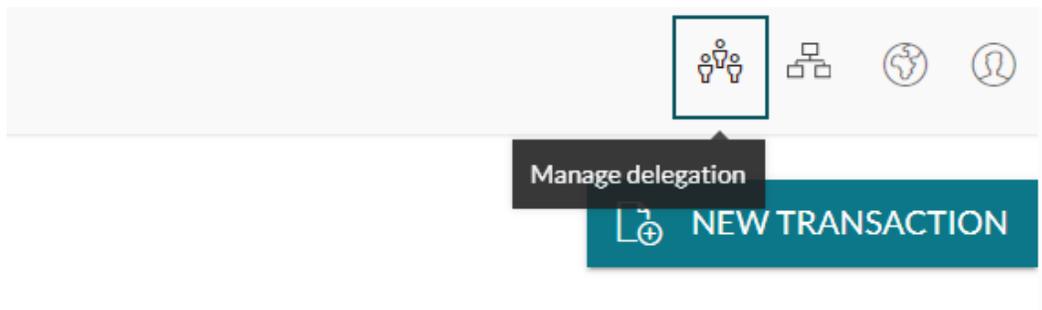
1. It allows someone to monitor the eSignature transactions of another user while they are not in the office. This ensures that documents are signed promptly.
2. If someone issues a written notice of delegated authority to another person, this allows that person to sign documents on their behalf. This setting grants people the ability to implement that authority with eSignature transactions. Their signature block will read as “sender a signed on behalf of sender b” to indicate the document was signed using delegation.

Delegation should only be used with the approval of the business unit manager, to ensure that all business processes are followed and only approved staff are provided with delegated access to mailboxes.

We have an online request form that can be used to request delegated access:

[Request for Delegated Access to a OneSpan Dashboard](#)

After your request for delegated access has been approved, you can access documents that are waiting for the delegator’s signature by clicking the Manage Delegation icon on your OneSpan dashboard.



You will then see a window with a list of senders that you can choose to manage. Select the name of the appropriate sender and click the Start Managing button.

Manage Delegation

Currently delegating for: **No Sender**

You can select a sender to start the delegation or stop the delegation for the current sender.

Search

MDOT Group eMail

mdotgroupemail@michigan.gov

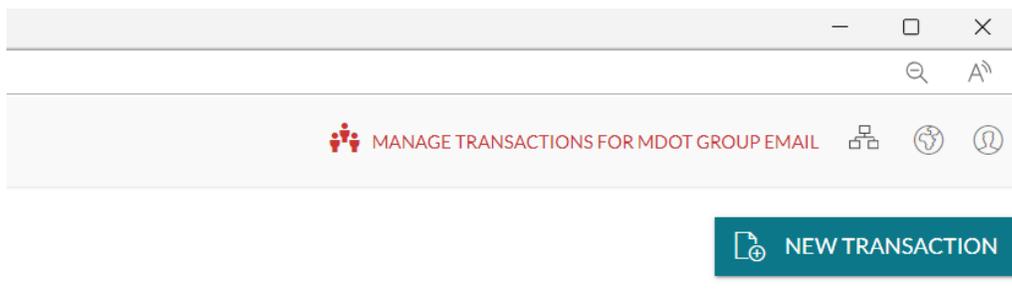
Show 5 < 1 >

CANCEL

STOP MANAGING

START MANAGING

After doing this, you will see an indicator that you are now managing transactions on the behalf of the delegator.



After you are done signing for the delegator, you can go back to signing your own documents by selecting the Manage Transactions button at the top right again, select the name of the sender you are managing and click the Stop Managing button.

