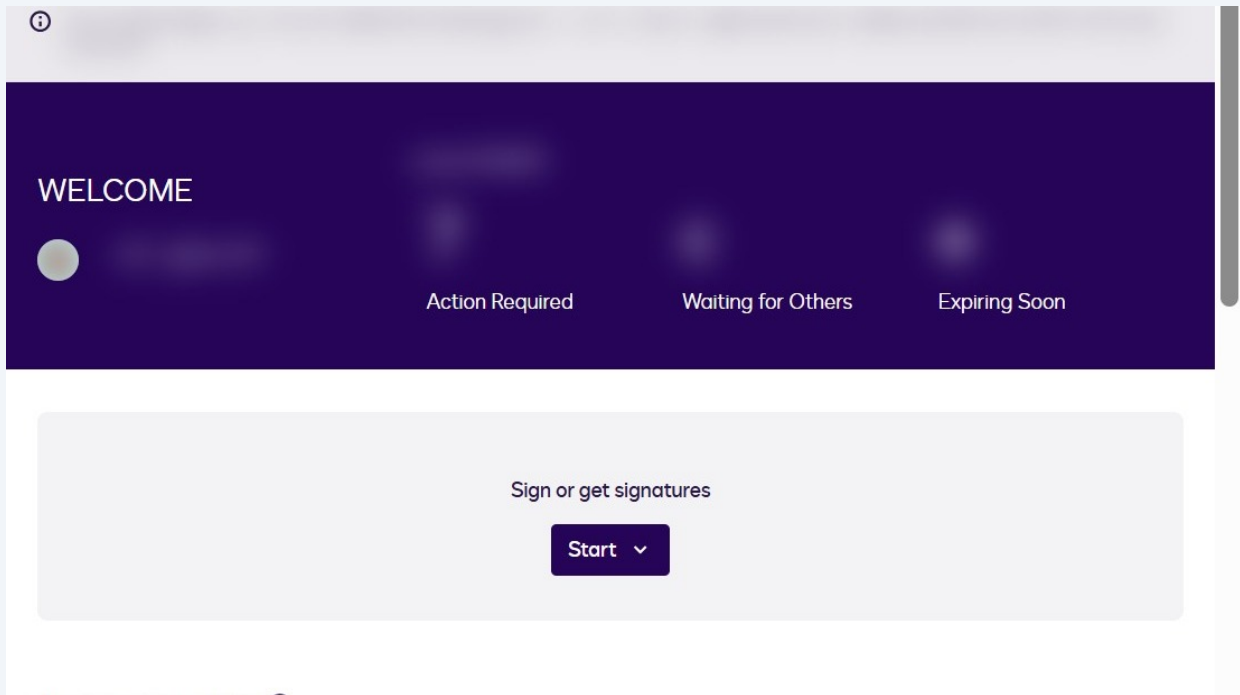


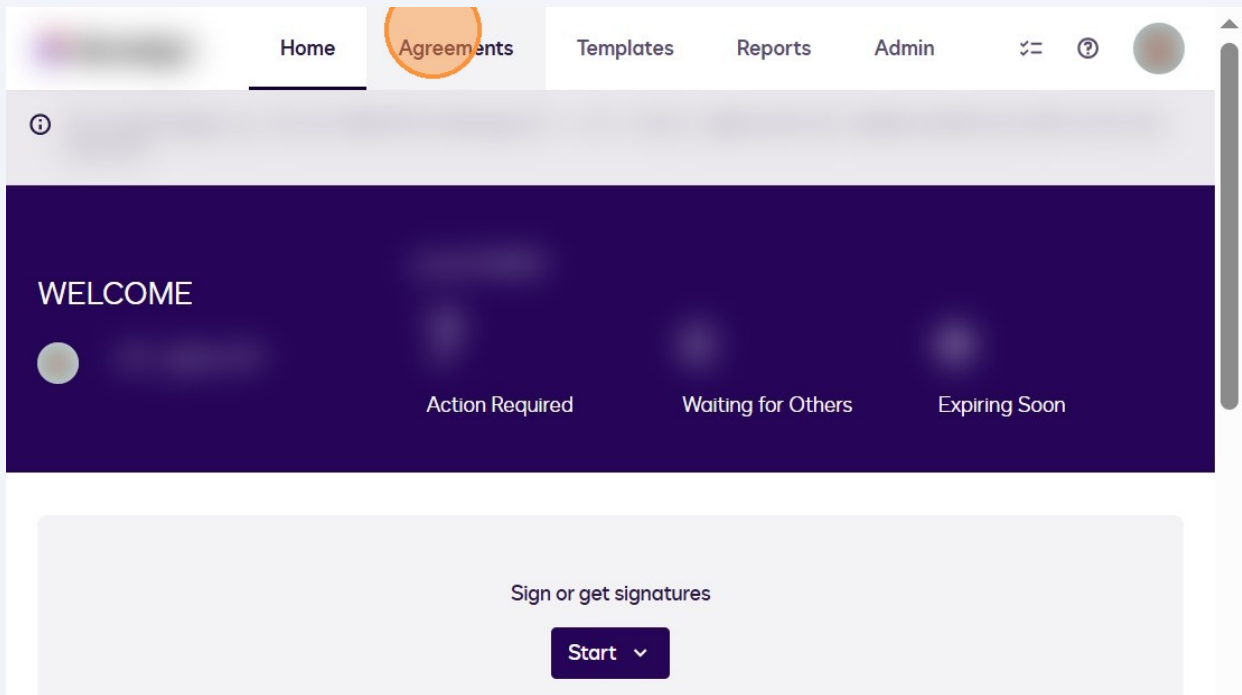
How to Void a DocuSign Agreement

Learn how to officially cancel an active document in your DocuSign account. This guide walks you through the steps to void an agreement and provide a reason for the cancellation.

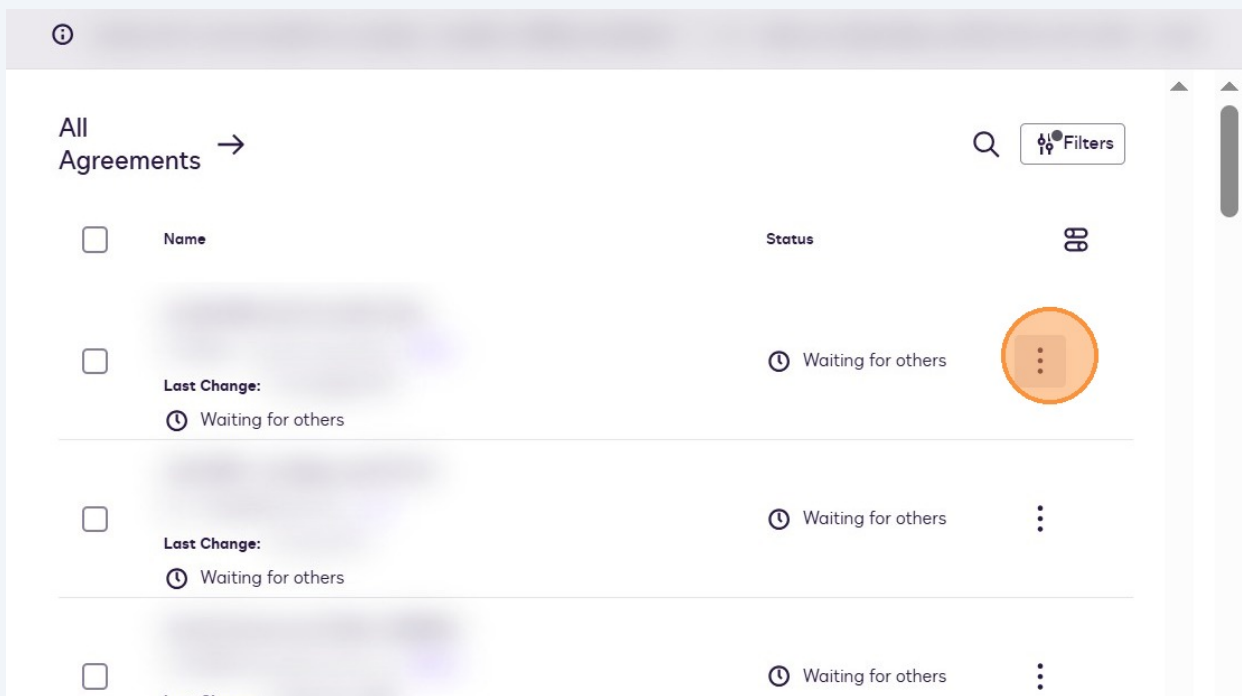
- 1 Navigate to DocuSign and log into your account.



2 Click "Agreements"



3 Click this button beside the contract you are voiding.



4 Click "Void"

The screenshot shows a table titled "All Agreements" with columns for "Name" and "Status". The status for all entries is "Waiting for others". A context menu is open over the first row, listing actions: Resend, Move, Correct, Copy, Save as Template, Void (highlighted with an orange circle), History, Form Data, and Transfer Ownership.

<input type="checkbox"/>	Name	Status
<input type="checkbox"/>	[Blurred]	⌚ Waiting for others
<input type="checkbox"/>	[Blurred]	⌚ Waiting for others
<input type="checkbox"/>	[Blurred]	⌚ Waiting for others

5 Click the "One or more parties declined the terms" field.

The screenshot shows a "Void envelope" dialog box. It contains a text block explaining the voiding process. Below, under "Void Reason *", there are three radio button options: "One or more parties declined the terms" (selected and highlighted with an orange circle), "The agreement needs to be updated and resent", and "Input other reason" (which has a text input field below it).

Void envelope

have finished signing will receive an email notification that includes your reason for voiding. Recipients who have not yet signed will not be able to view or sign the enclosed documents.

Void Reason *

- One or more parties declined the terms
- The agreement needs to be updated and resent
- Input other reason

6 Click "Void"

have finished signing will receive an email notification that includes your reason for voiding. Recipients who have not yet signed will not be able to view or sign the enclosed documents.

Void Reason *

- One or more parties declined the terms
- The agreement needs to be updated and resent
- Input other reason

One or more parties declined the terms

Void



This documents the reason in DocuSign and sends an email to all parties letting them know its been voided.