

Choose who in your team can send

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Who can send documents for signing depends on each person's role in your organisation, so you set it on the team page rather than in Sig.

Before you start

You need to be an owner or admin, or have a role that can change other people's roles.

1

See who can do what

People with the **Owner**, **Admin** or **Member** role can send packages. **Viewer** and **Auditor** can see packages and their signed files but can't send anything.

2

Open your team

Go to **Organisation**, then **Team**, to see everyone in your organisation and their role.

3

Change someone's role

Pick their new role from the dropdown beside their name, then select **Change role**. There's more on roles in [Change what someone can do](#).

Sig's settings page

Only owners and admins see **Settings** in Sig. If your organisation has its own custom roles, the **Team** page also shows exactly what each role can do.

If something goes wrong

Someone can open Sig but has no **Send a package button.**

Their role can see packages but not send them. Give them a role that can send, such as **Member**, and ask them to reload the page.