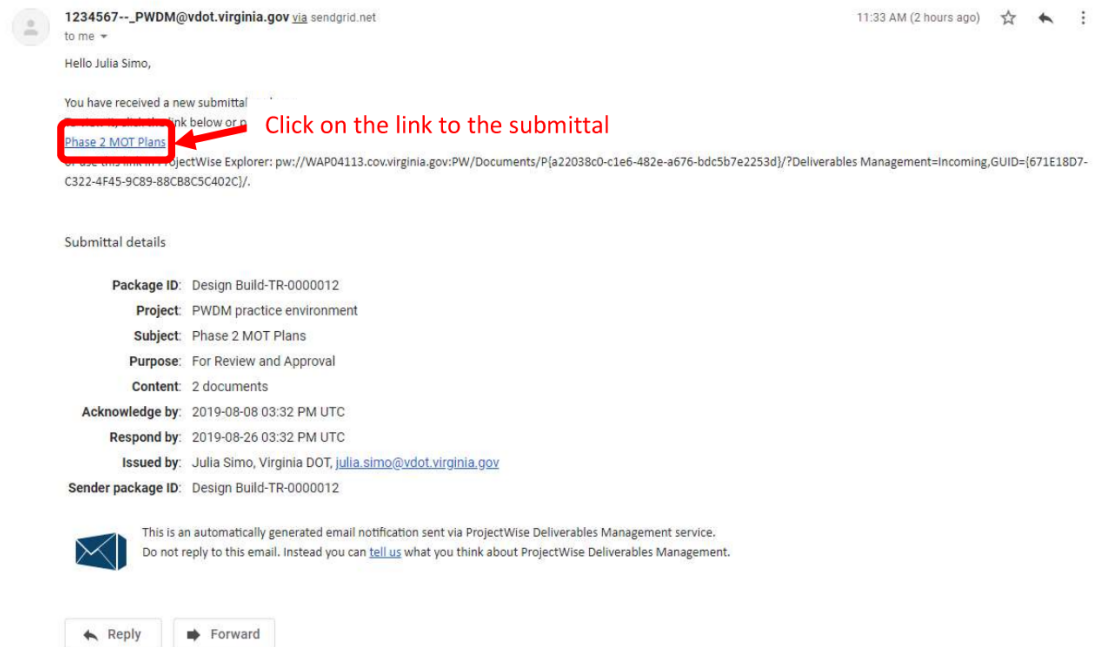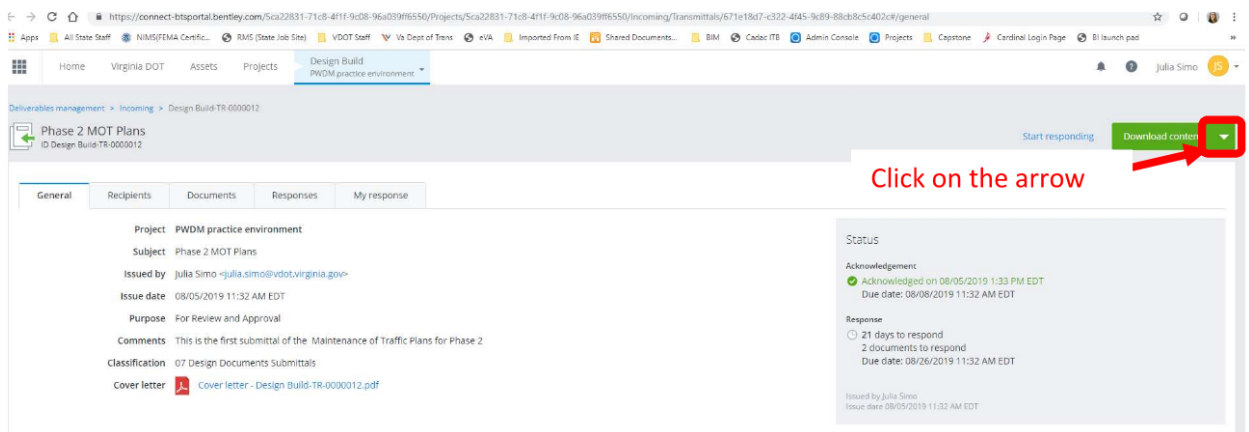# PWDM – Delegating Response Responsibility

If you receive an email notification that a submittal came through and then person responsible to acknowledge is not available then you can delegate the responsibility by following the below steps.

You can only select a person that has not already been asked to take an action on the transmittal. For example, if someone has been asked to Acknowledge or Response then you cannot delegate to them.

- Follow the link in the email to the submittal
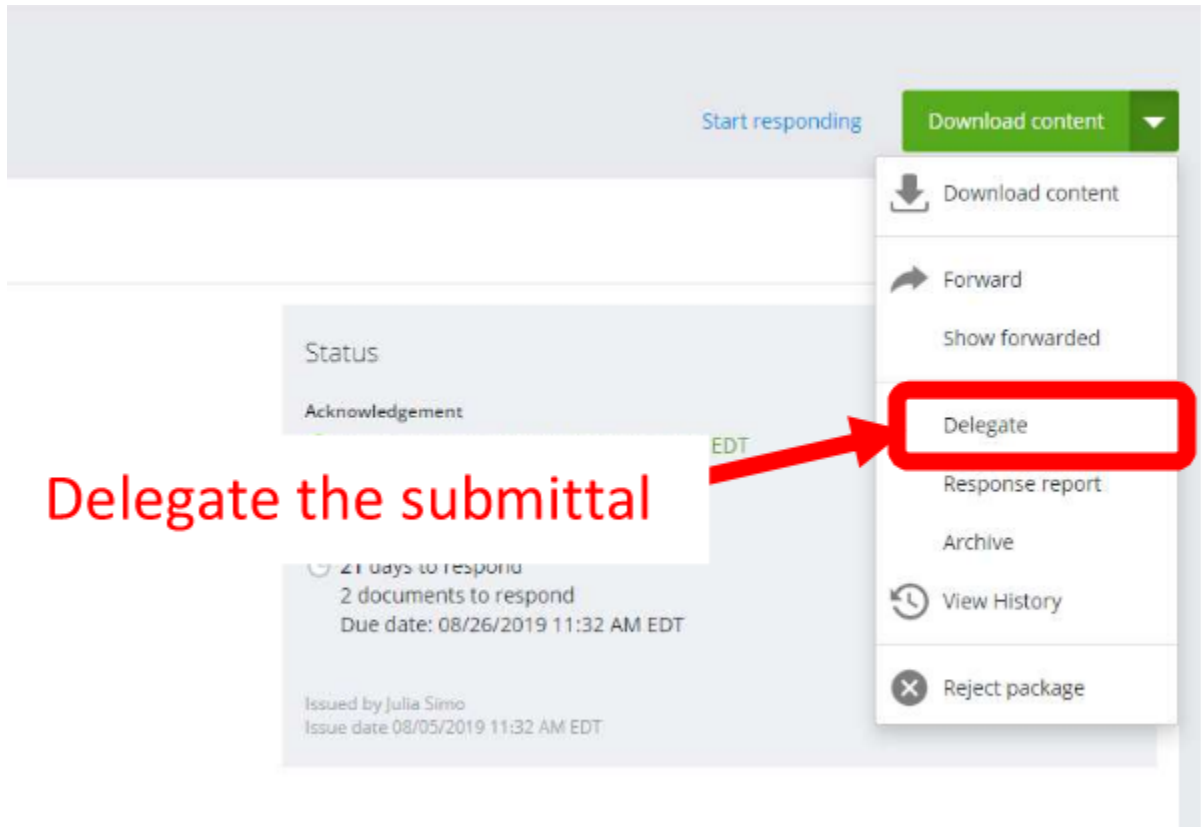 - Or navigate to the submittal via the Deliverables Management Portal

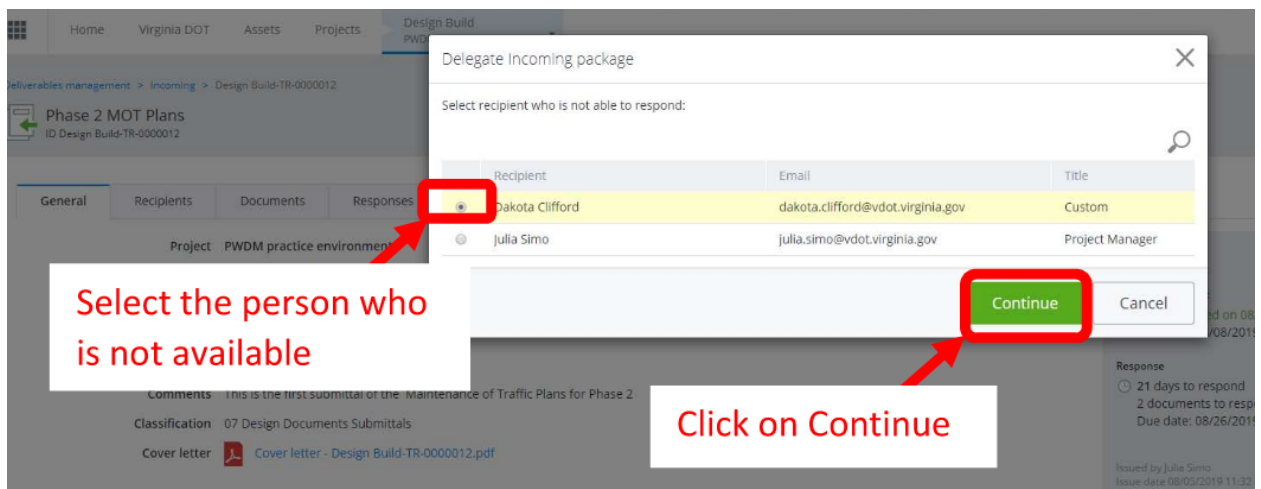- Click on the arrow next to the Download content

- Click Delegate

- Select the person who is not available

- Click Continue

- Select the person that you are going to delegate the responsibility to

PWDM – Delegating Response Responsibility

- Click Confirm

Select the person you are going to delegate the responsibility to

Click confirm