



COT Security Alert – Fraudulent DocuSign Emails

Fraudulent DocuSign emails have been reported to arrive in state government inboxes. This is a phishing email and uses several elements of a typical DocuSign email in order to appear legitimate.

Before clicking the link in any email appearing to come from DocuSign, check for validity using these methods:

1. Consider whether the sender typically sends this type of email to you. If not, verify the email with the sender by calling them directly or initiating a new email only. **Never** forward or reply to the received DocuSign email. **Never** use contact information found in a suspicious email.
2. Hover over the link in the email. A small box should appear showing the actual address associated with the link. Remember that the wording of a link in an email is not necessarily where the link will take you. **All valid DocuSign links** will show **docusign.com** or **docusign.net** as the domain in the small pop-up box, *meaning docusign.com or docusign.net should appear immediately before the first single slash.*
3. **Avoid fake links in DocuSign emails all together** by signing into <https://www.docusign.com>, then using the security code found in the DocuSign email. If there is no security code in the email, or if the security code provided does not work, the email is fake.
4. **Never** open an attachment on a DocuSign email. **Valid DocuSign notifications will never have attachments.**
5. As always, watch for any other signs of a phishing email, such as poor spelling or grammar, generic greetings, etc. While these can occur in a legitimate email, they are often clues that indicate further investigation is needed before clicking any links or attachments the email contains.

Thank you for your diligence in this matter.

Notice: COT is providing this information so that you are aware of current security threats, vulnerabilities or preventive actions that may affect state government resources. If you suspect you have become victim to a security threat, please contact CommonwealthServiceDesk@ky.gov.

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