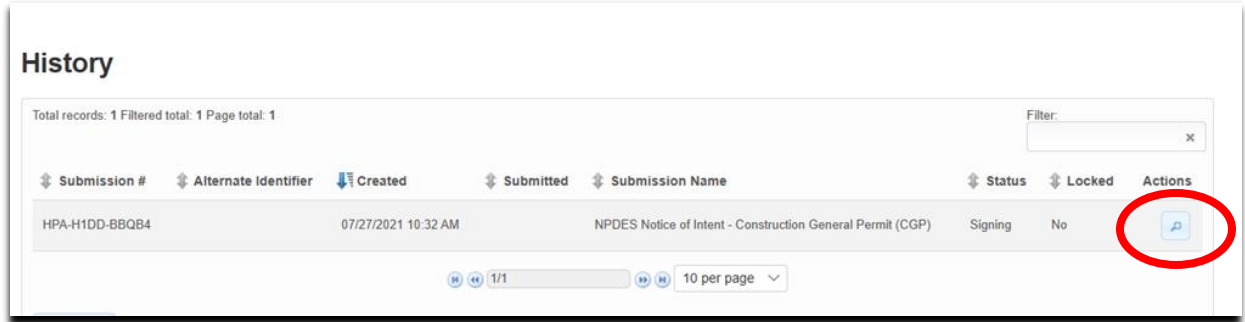**FAQ: Can I edit a submission after it has already been sent for signature?**
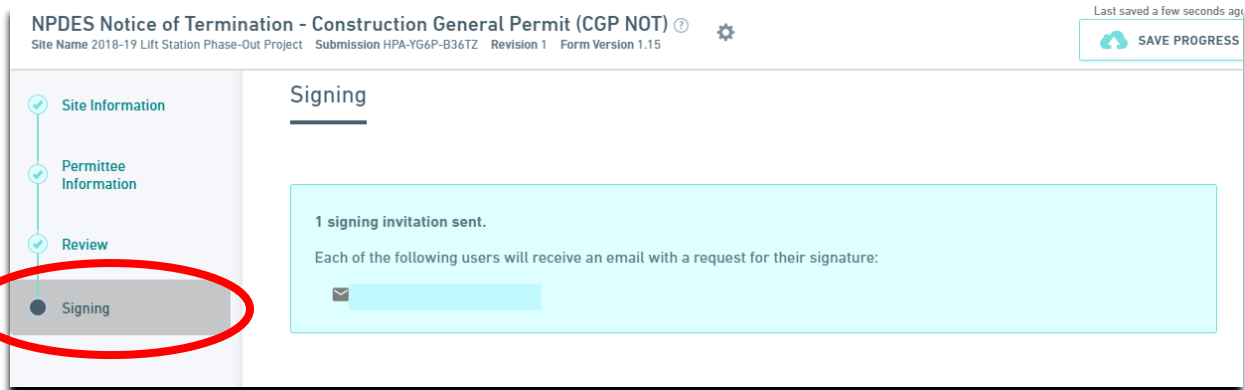
1. Log into your account and click on the History tab to view your previous submissions.
2. Click on the magnifying glass icon under the Actions column on the submission you wish to edit.
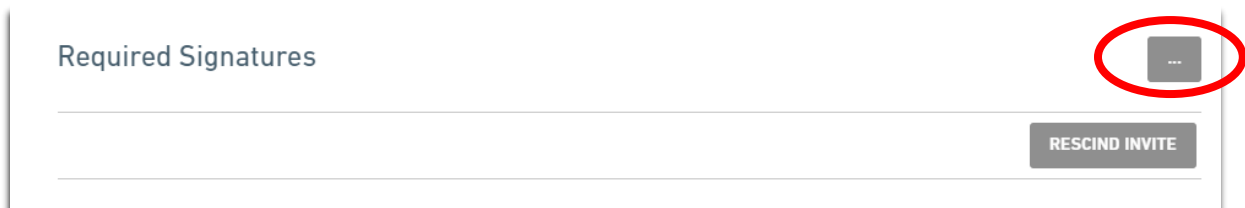

3. On the Submission Overview page, scroll down to the blue box that says Awaiting Signatures. Click on View/Manage Signing.
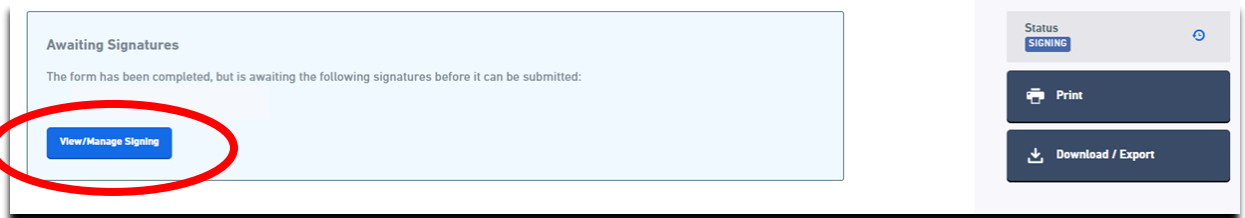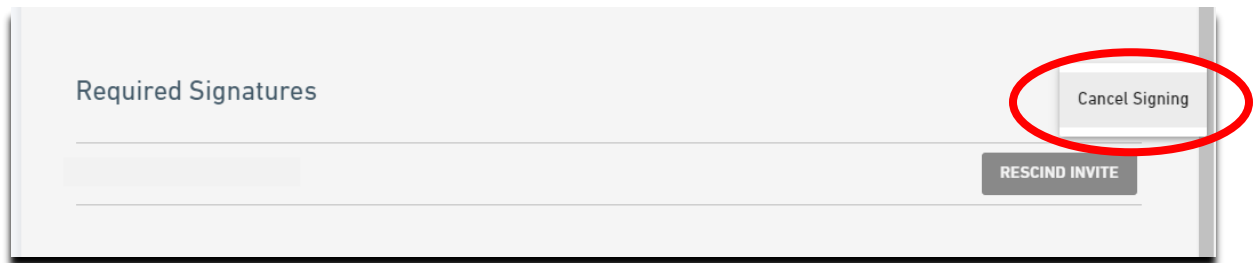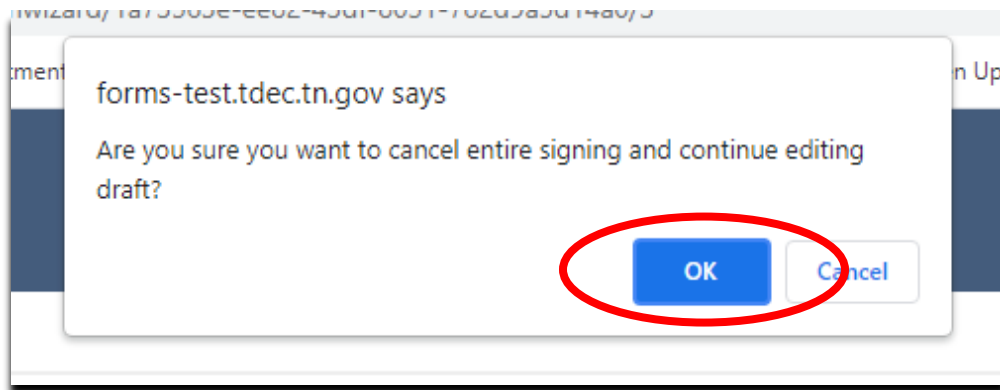

4. Scroll down to the Signing section.

5. Under Required Signatures, click on the gray box with an ellipsis (three dots) on the right side.

6. A box that says Cancel Signing will appear, click on that box.

7. A pop-up box will appear that asks you to confirm if you want to cancel entire signing and continue editing draft. Click OK.

Note: In the above example, when the form was originally submitted, the consultant used the option to invite the owner to sign. This is not the correct way to invite users to sign a form. Consultants should share the submission with the owner by following the steps in the FAQ document "How Do I Invite Owners/Operators to Sign a Form?" By sharing the submission, the owner is able to edit the submission as needed prior to signing.