Changing Information on the DocuSign Form
Login to DocuSign
Use Company Login

Click the blue rectangle to login using your TAMU credentials.
Login Using Your NetID and Password
### Overview of Documents

**OVERVIEW**

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Required</td>
<td>1</td>
</tr>
<tr>
<td>Waiting for Others</td>
<td>--</td>
</tr>
<tr>
<td>Expiring Soon</td>
<td>--</td>
</tr>
<tr>
<td>Completed</td>
<td>2</td>
</tr>
</tbody>
</table>

**WHAT'S NEW**

- **Comments**
  - Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)

- **Bulk Send for Multiple Recipients**
  - Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)

- **Template Sorting**
  - Sort your templates by name.
Viewing the Documents

Click on the Document

- **Subject**: Signature Required: Research Proposal Approval Form
- **Status**: Need to Manage
- **Date**: 9/12/2020
- **Time**: 04:01:56 pm
- **Folder**: Inbox
Updating the Information

Can still update the emails among people who have not signed.

Click on Manage
Updating Information

Click on the name of the Staff Graduate Advisor, which will allow you to update the form.
Updating Information

Can update information for anyone who has yet to sign.

Can use this function to re-send the form.