How to Send a Document for Correction Using Adobe EchoSign

Upon reviewing your document from Sponsored Programs Accounting (SPA), should you be unable to sign for any reason, please first contact your SPA Rep. Then, follow the instructions below to “Decline” the document and send it back for correction.

1. After reviewing the document, please select “Alternative Actions” in the top left corner.
2. In the drop down select “I will not e-sign”.
3. A window will pop-up, requesting a reason for declining. Please enter your reason for not signing the document (this cannot be left blank).
4. Click “Decline”.
5. You have successfully declined the document. A notification will be sent to the sender and corrections will be made.