



Replacing a Signer or Adding an Alternative Signer to a Document That's Already Routed for Signature



Business Process Guide

Adobe Sign allows **form initiators** to select an alternative signer.

If this option is not available for the current signer, then the routing will need to be cancelled and the form will need to be recreated and rerouted.

I. Accessing a document that's out for signature and adding an alternative signer

1. Navigate to <https://secure.echosign.com/public/login>
2. Enter your UA Email address and hit the Tab Key.

Adobe Sign

Sign In To Your Account

Email:

Password:

☐ Remember Me

Sign In

[I forgot my password](#)

Don't have an Adobe Sign Account?
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Adobe Sign works in the systems you already use.

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Language: English: US

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Figure 1 An image of the Adobe Sign login page with the email field highlighted.



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3. Click the 'Company or School Account' link.

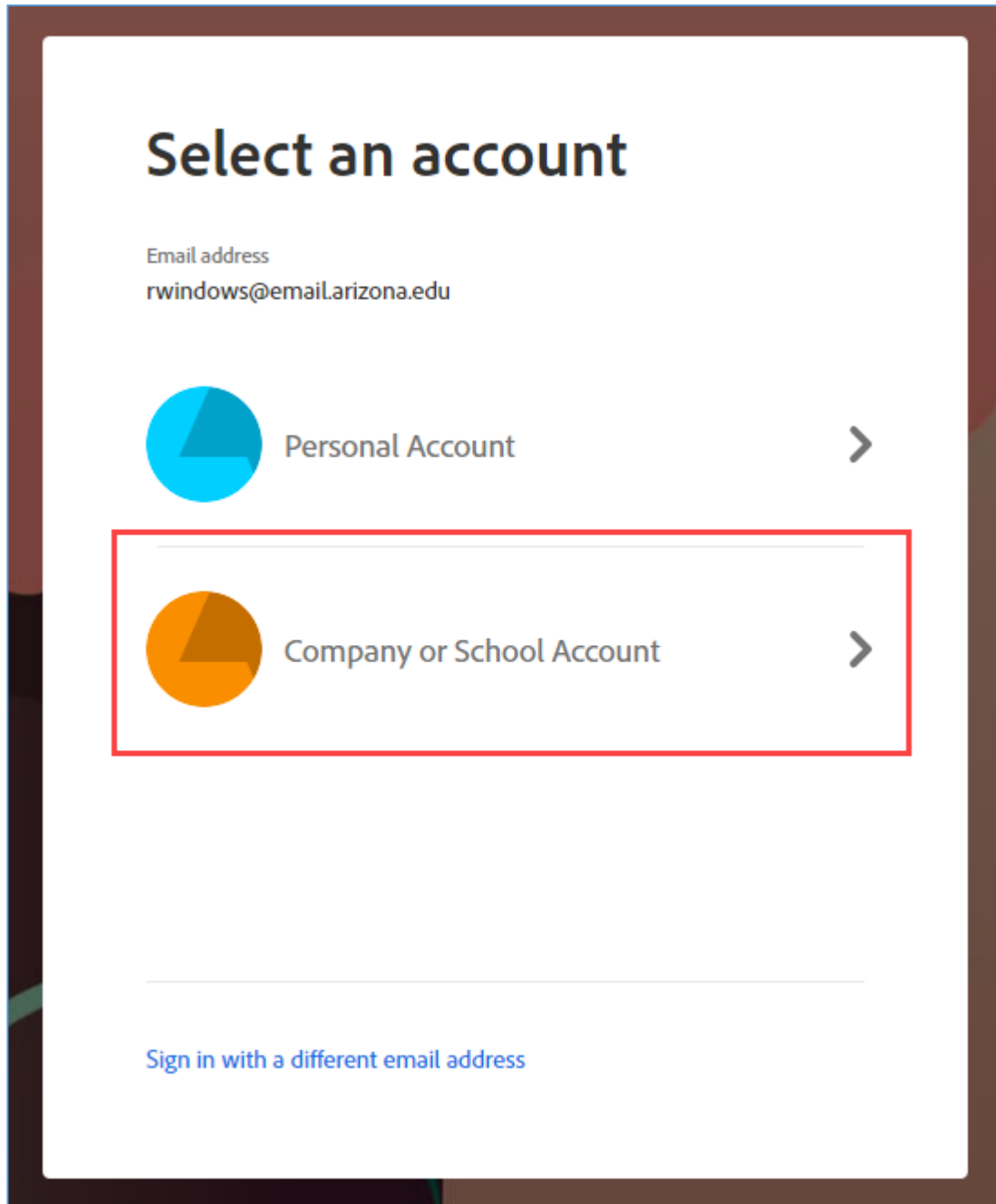


Figure 2 An image of the page that allows users to log in using a Personal Account or a Company or School Account with the Company or School Account option highlighted.



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4. Log in using your NetID and Password if you're not already authenticated

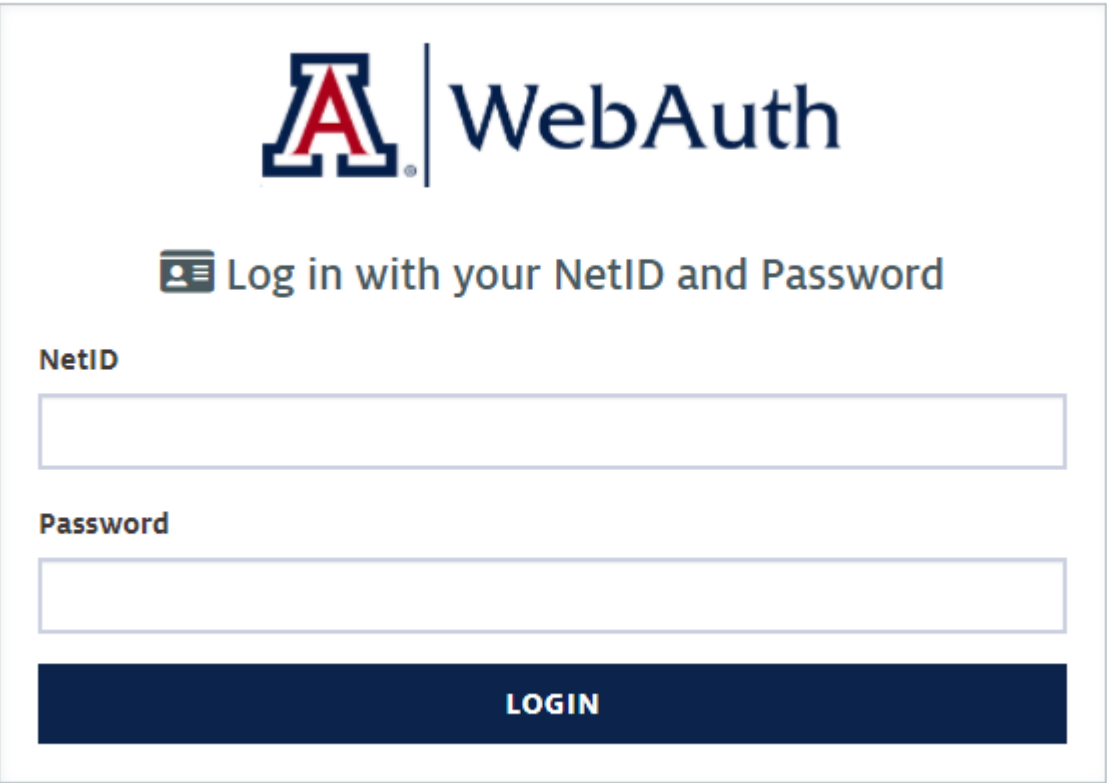
The image shows a WebAuth login screen. At the top, there is a logo consisting of a stylized red 'A' with a blue outline, followed by a vertical line and the text 'WebAuth' in a blue serif font. Below the logo, there is a small icon of a person with a key, followed by the text 'Log in with your NetID and Password' in a blue sans-serif font. Underneath this text, there are two input fields. The first field is labeled 'NetID' in a bold, dark blue sans-serif font. The second field is labeled 'Password' in a bold, dark blue sans-serif font. Below the input fields, there is a dark blue rectangular button with the word 'LOGIN' in white, bold, uppercase letters.

Figure 3 An image of the WebAuth screen where users input their NetID and Password



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5. Once authentication is complete the Adobe Sign dashboard will appear.

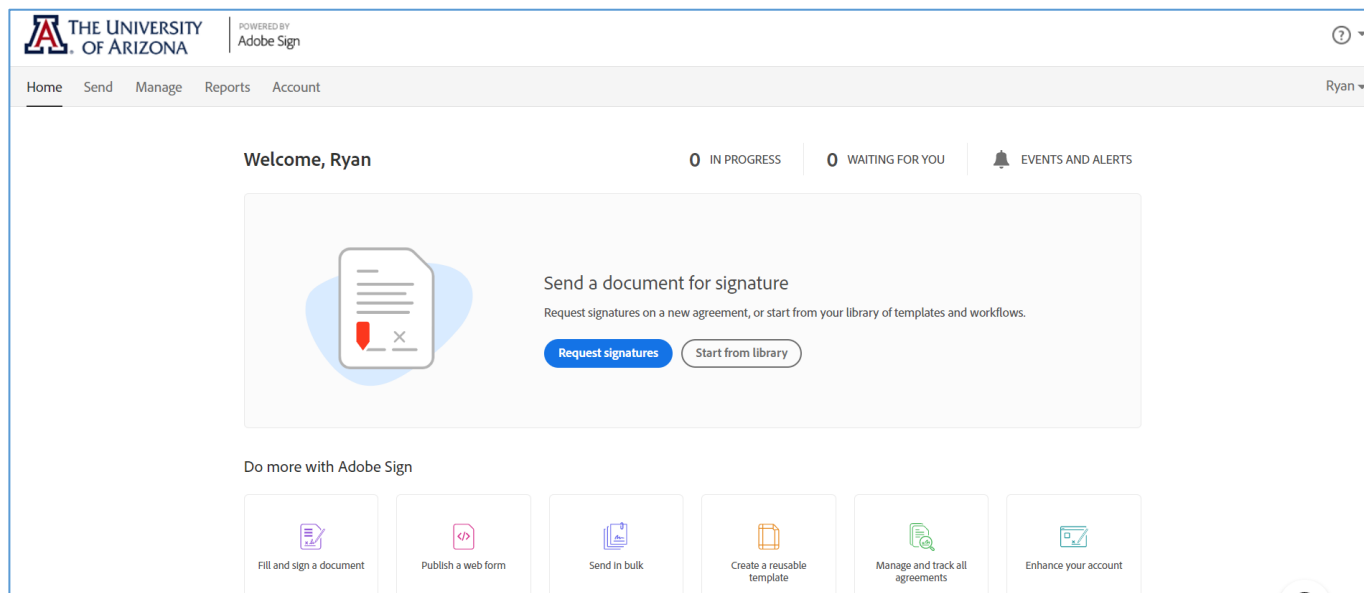


Figure 4 An image of the Adobe Sign dashboard, which contains several different options. Options include 'Request Signatures', 'Start from Library', 'Fill and sign a document', 'Publish a web form', 'Send in bulk', 'Create a reusable template', 'Manage and track all agreements', and 'Enhance your account'. There are also several menus: 'Home', 'Send', 'Manage', 'Reports', and 'Account'.

6. Click 'Manage'. Ensure 'In progress' is displayed and then click the agreement you'd like to edit from the list.

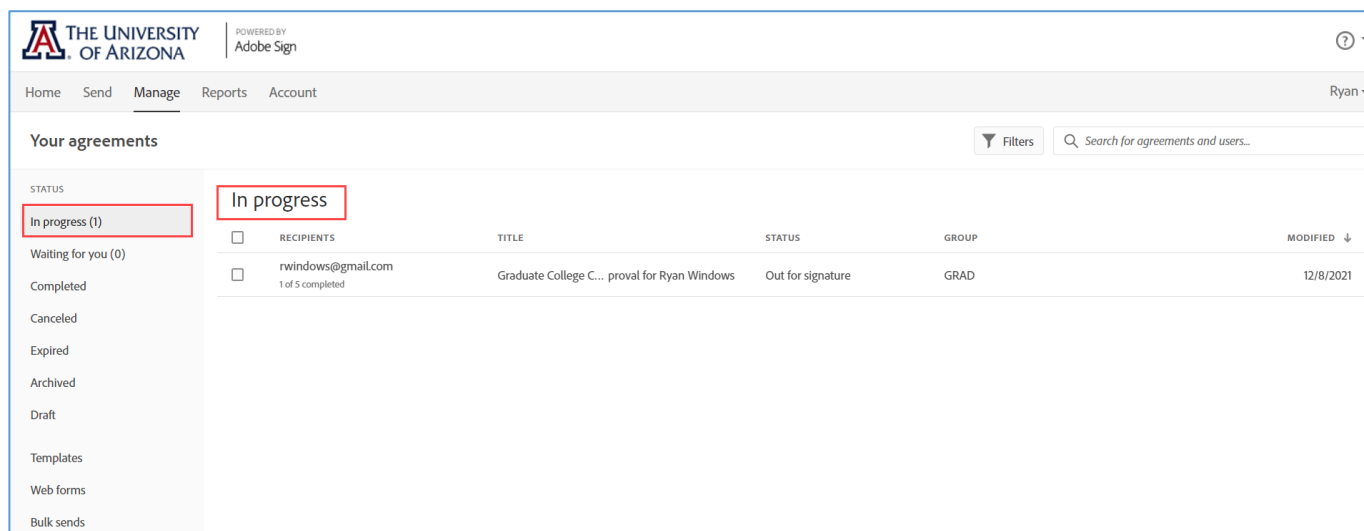


Figure 5 Displays a detail of the Manage dashboard with 'In progress' highlighted.



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- Details about the agreement you selected will appear in the window on the right side of the screen. Recipients will be near the bottom (you may have to scroll)

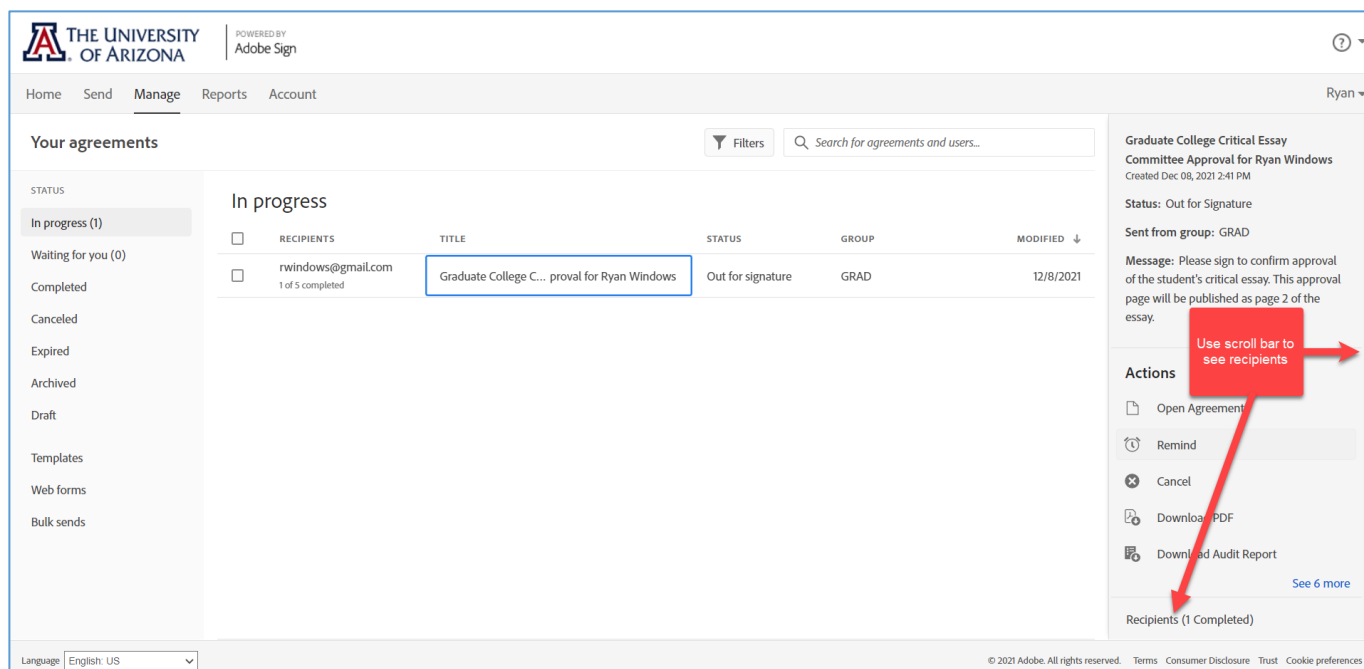


Figure 6: An image of the Manage window with a call out indicating you may need to scroll to access recipient information.

- Use the instructions at <https://helpx.adobe.com/sign/using/replace-signer.html> to change the signer's information. **Please note you may only act on the current signer.**

End of Process