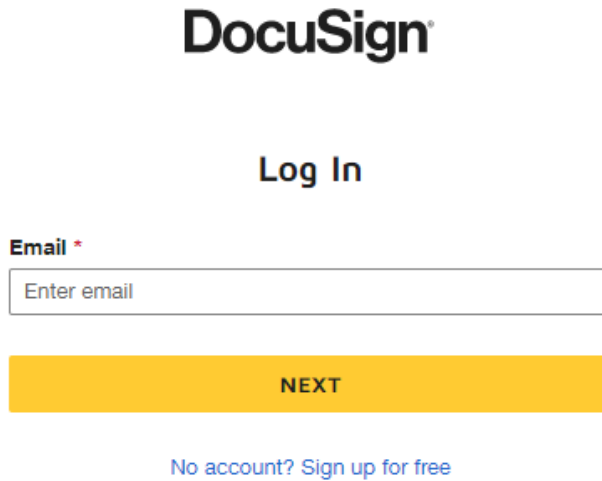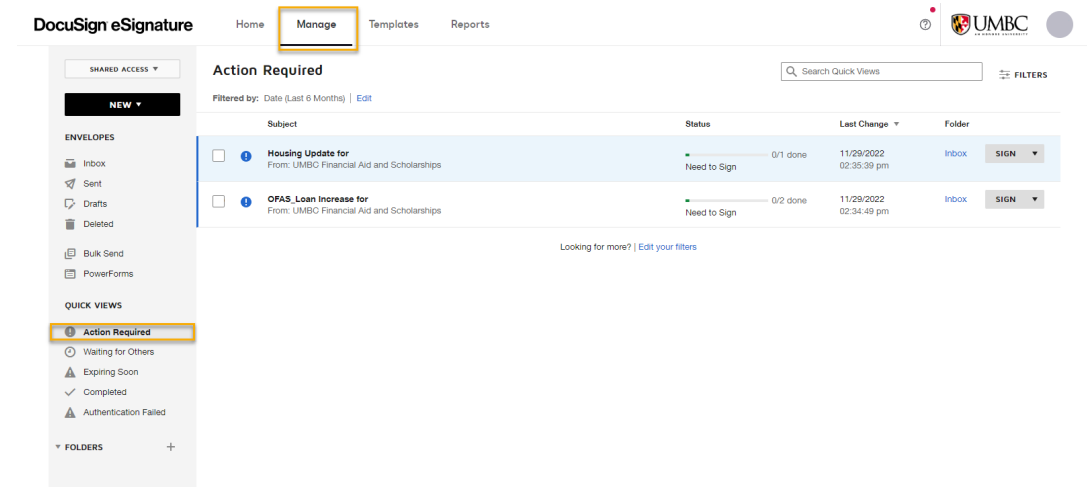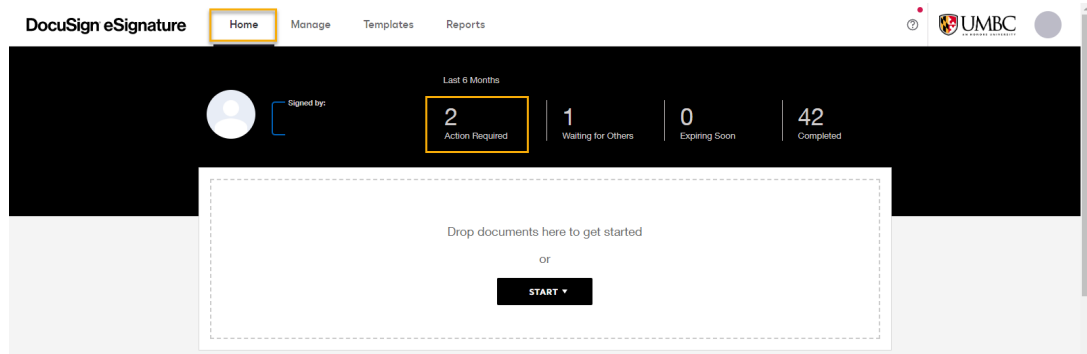# How to Delete a Duplicate DocuSign Form

1. Log into DocuSign at account.docusign.com using your UMBC email address.



2. Navigate to Action Required via the DocuSign homepage or by selecting 'Action Required' under the Manage tab.

3. Finally, you should select the form you wish to delete and then select 'Delete' at the top of the page.

**DocuSign eSignature**

Home   **Manage**   Templates   Reports

SHARED ACCESS ▼

NEW ▼

☑ 1 Selected   MOVE   DELETE

Filtered by: Date (Last 6 Months)

**ENVELOPES**

📥 Inbox

✈ Sent

📝 Drafts

Subject

☑ ❗ **Housing Update for**
From: UMBC Financial Aid and Scholarships

☐ ❗ **OFAS_Loan Increase for**
From: UMBC Financial Aid and Scholarships