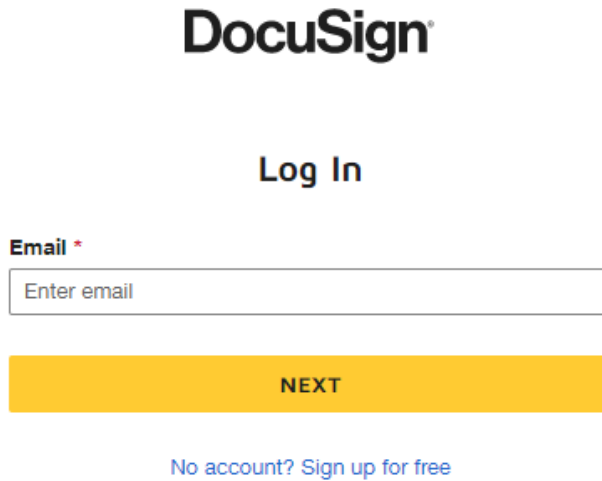
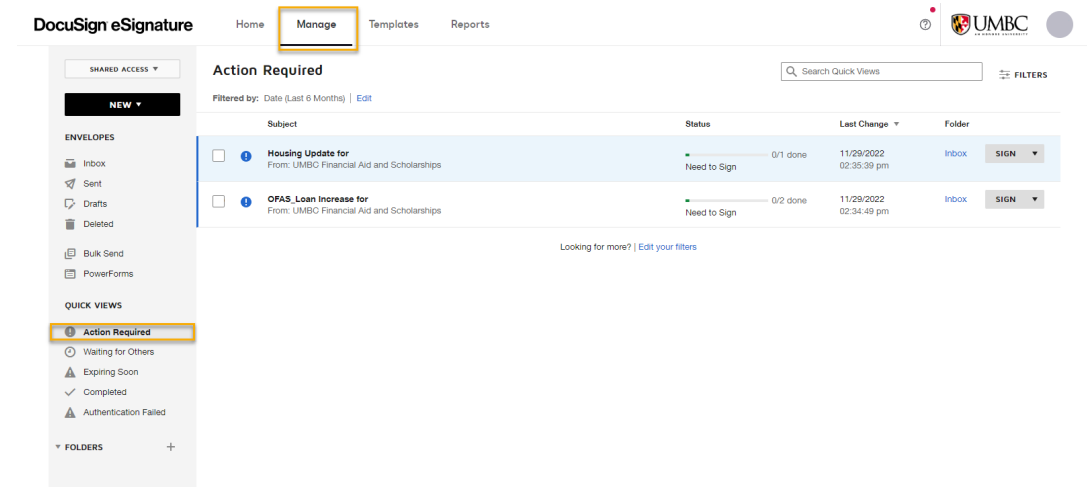
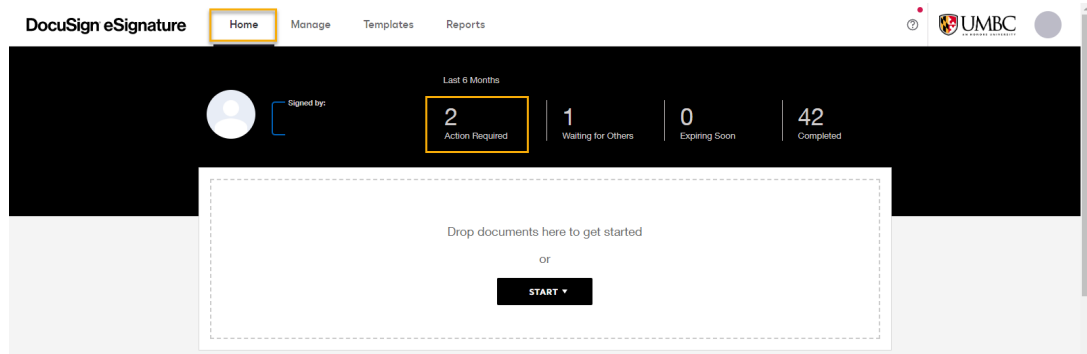


# How to Delete a Duplicate DocuSign Form

1. Log into DocuSign at [account.docuSign.com](https://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.

The screenshot displays the DocuSign eSignature interface. At the top, the navigation bar includes 'Home', 'Manage' (which is underlined), 'Templates', and 'Reports'. On the left side, there is a sidebar with 'SHARED ACCESS' and a 'NEW' button. Below these are 'ENVELOPES' with sub-items: 'Inbox', 'Sent', and 'Drafts'. The main content area shows '1 Selected' with a checked checkbox, and two buttons: 'MOVE' and 'DELETE' (highlighted with a yellow box). Below this, it says 'Filtered by: Date (Last 6 Months)'. A table header 'Subject' is visible. The table contains two rows: the first row is highlighted in light blue and has a checked checkbox, a warning icon, and the text 'Housing Update for' followed by 'From: UMBC Financial Aid and Scholarships'; the second row has an unchecked checkbox, a warning icon, and the text 'OFAS\_Loan Increase for' followed by 'From: UMBC Financial Aid and Scholarships'.