

# Manage Signature Requests

Manage every signature request you've sent from one central place. Track progress, send reminders, cancel requests, and more.

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## Introduction

Stay in control of every signature request you've sent without needing to track emails, chase signers, or guess what's still pending.

From one organized view, keep track of every request sent, including who has signed and who has not.

Need to take action? Instantly send reminders, cancel requests, and download PDF copies for your records.

## View Signature Requests

Stay on top of every signature request sent. Instantly see what's pending, what's completed, and what's still in progress.

**Who Can Do This:** Anyone whose company is subscribed to Pipeline eSign.

To view signature requests you've sent:

### 1 Access Your Signature Requests

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

### 2 View Sent Requests

- See a list of signature requests you've sent. Each request shows the date it was sent, its current status, and where it was sent from.

**Document Signature Requests** 7 requests.

search doc or signer 🔍 Search ▾

Doc Name	Request Sent	Initiated From	Status	Signers
1 Sellers Property Disclosure Statement (SPDS), Lead Based Paint Disclosure	April 18, 2025	Reference Docs	Completed 04/18/25	<a href="#">show</a> ⚙️
1 Listing Agreement	April 17, 2025	8695 Cedar Road	Completed 04/17/25	<a href="#">show</a> ⚙️
1 Listing Agreement	April 10, 2025	8181 Pine Lane	Completed 04/10/25	<a href="#">show</a> ⚙️
1 Listing Agreement	April 7, 2025	6704 Forest Circle	Incomplete	<a href="#">show</a> ⚙️
1 Listing Agreement	April 4, 2025	6751 Forest Trail	Incomplete	<a href="#">show</a> ⚙️
1 Listing Agreement	April 4, 2025	Jane Brown	Incomplete	<a href="#">show</a> ⚙️
1 Listing Agreement	April 4, 2025	2331 River Circle	Incomplete	<a href="#">show</a> ⚙️

## Track Signer Status

Know exactly who has signed, who's up next, and who may need a reminder.

**Who Can Do This:** Anyone whose company is subscribed to Pipeline eSign.

To view the status of signature requests:

### 1 Access Your Signature Requests

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

### 2 View Request Status

- Find the request you want to track.
- See the overall request status in the *Status* column.
- For requests with multiple signers, click [Show] in the *Signers* column to see each individual signer's status.

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## Send a Reminder

Send a quick reminder to signers who haven't completed their part.

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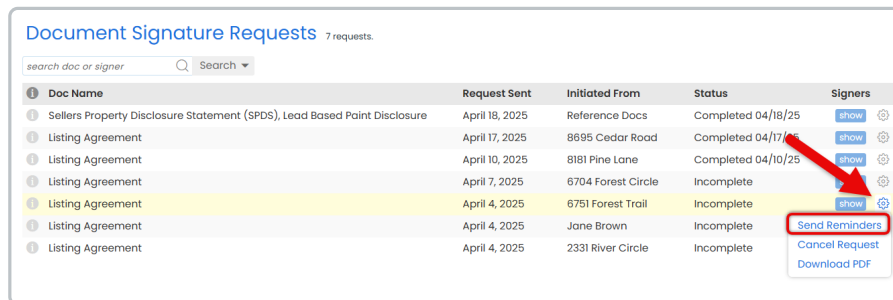
To send a signature request reminder:

**1 Access Your Signature Requests**

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

**2 Send Reminders**

- Find the request you want to send a reminder for.
- Click the gear next to it, then select [Send Reminders].



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Listing Agreement	April 4, 2025	Jane Brown	Incomplete	show
Listing Agreement	April 4, 2025	2331 River Circle	Incomplete	show

Send Reminders  
Cancel Request  
Download PDF

**3 Confirm Reminders**

- Click [Send Reminders] to confirm. The system will send a reminder to any signers you're still waiting on.

## Cancel a Signature Request

If a signature request is no longer needed, cancel it to stop the process.

**Who Can Do This:** Anyone whose company is subscribed to Pipeline eSign.

To cancel a signature request:

**1 Access Your Signature Requests**

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

## 2 Cancel Request

- Find the request you want to cancel.
- Click the gear next to it, then select [Cancel Request].

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Send Reminders  
Cancel Request  
Download PDF

## 3 Confirm Cancel

- Click [Cancel Signing Request] to stop the request. Your request will be canceled.

## Download PDF

Download a PDF copy of a doc sent for signature to store, share, or review offline.

**Who Can Do This:** Anyone whose company is subscribed to Pipeline eSign.

To download a PDF copy:

## 1 Access Signature Requests

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

## 2 Download PDF

- Find the request containing the doc.
- Click the gear next to it, then select [Download PDF]. A PDF copy will download to your device.

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Download PDF  
Remove from List

## Remove Signature Request from List

Remove any completed, canceled, or declined requests from your list.

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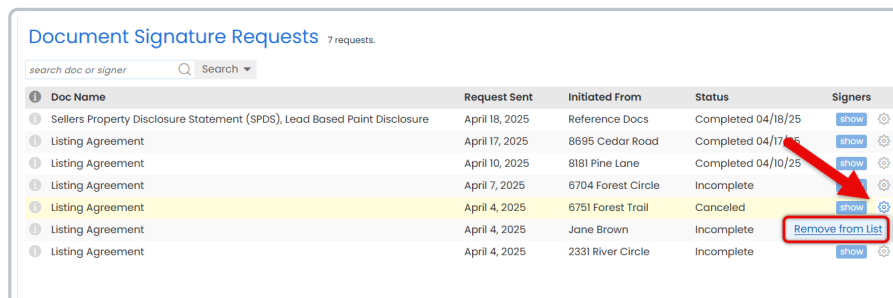
To remove a signature request:

### 1 Access Your Signature Requests

- Click your name in the upper right, then select [My Info].
- From the left menu, select [Manage Signature Requests] under *Pipeline eSign*.

### 2 Remove from List

- Find the request you want to remove from the list.
- Click the gear next to it, then select [Remove from List].



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### 3 Confirm Removal

- Click [Remove] to confirm.