PayNortheast

Editing a Signature (HelloSign) Document Template in AHR 2.0

If you need to edit a HelloSign document template that has been completed and saved, you can.

Go to the **HR Admin – Company - Company Documents** screen, select the document you want to edit and click on that document row on the screen. Note the system indicates who uploaded the document and when, the document **Category** and the Document Option settings (if **E-Signature required** / if **Published to Employees**).

ompany documents				
			ADD	DOCUMENT
Document	Category	E-signature required	Published to Employee	
Privacy Policy Uploaded August 27, 2019 by Mike Blake	onboarding	No	Yes	Ô
Employee handbook 2020 Uploaded August 19, 2019	onboarding	Yes	No	Ô
2019 Employee Handbook Uploaded August 19, 2019	onboarding	Yes	No	Ô

To make changes to the document, in the Document Preview section, click on the Edit icon (pencil).

Document preview

The system then displays the document in the **Document Editor** screen.

Document editor ×						
★ ✓ Signature HS. Initials I Textbox ☑ Checkbox ☑ Sign Date	CONTINUE					
Browns Auto Supply Employee Signed Company Privacy Policy Please sign this this document to indicate you have read and understand the company's official privacy policy.						
Signature:						
4						

Make your changes to the document template, click **Continue** and **Save**.

To learn how to create an E-Signature document template, view the document titled:

Creating an E-Signature Document Template in Advanced HR 2.0