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**).

Company documents

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

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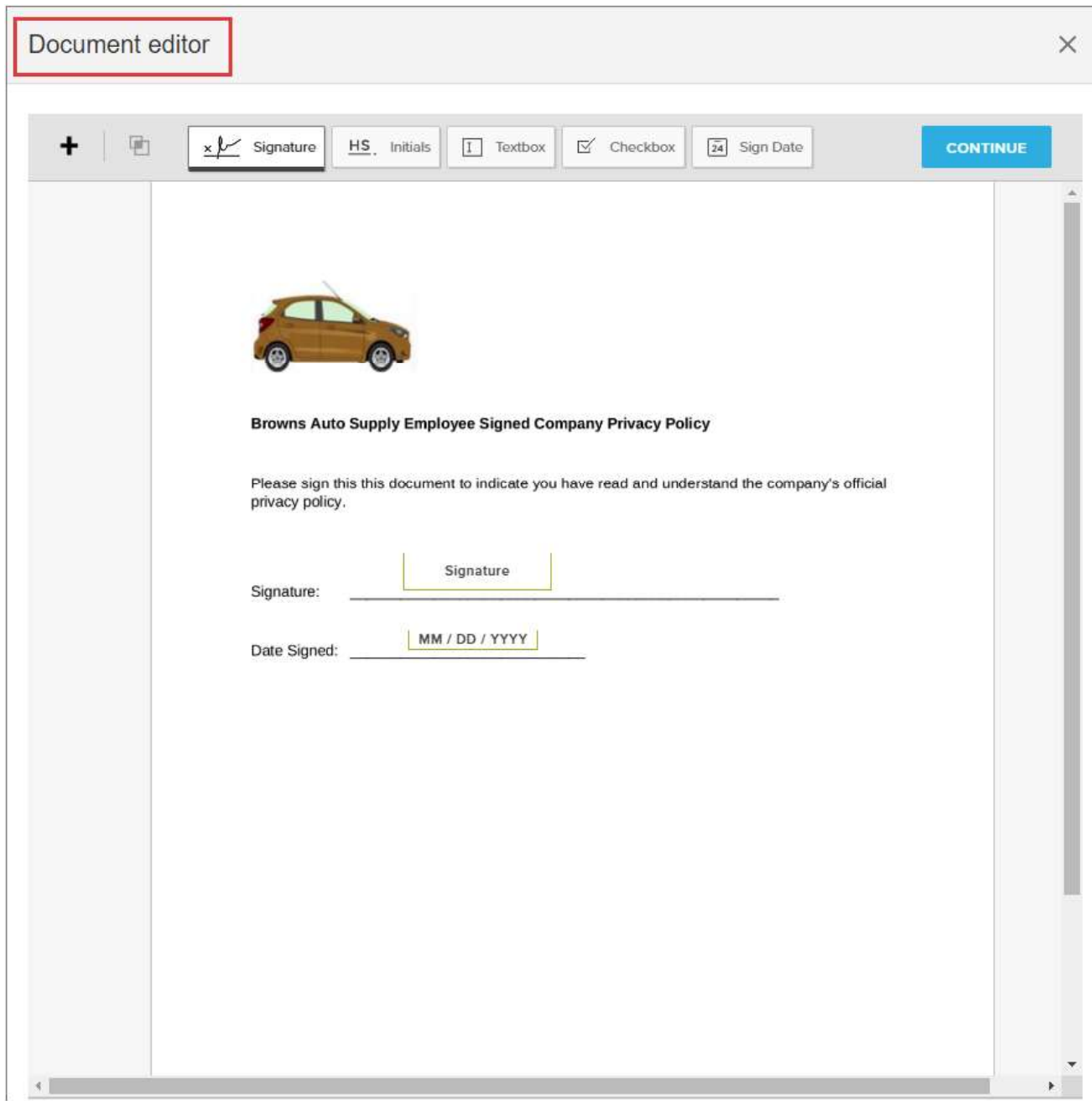
Make your changes to the document template, click **Continue** and **Save**.

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](#)