 Dynamic Forms: Managing Co-Signers

 Dynamic Forms allows administrators to manage co-signers of individual forms. This is helpful when re-sending email notifications to co-signers or changing co-signers when a form is directed to the wrong individual.

These instructions are applicable to Dynamic Forms users with Form Admin access.

1. Login to Dynamic Forms by going to **MyMU 🡪 Employee** tab (or **Faculty**) 🡪 **Services 🡪 Dynamic Forms** link.
2. To the right of the form name, click the number in the **Multi** column. If a form has been submitted, but not all co-signers have signed it, the form will be located in the **Multi** queue.



1. Find the form in question by Submit Date or another field on the form. To the left of the form, click **Actions**, then **Manage Co-Signers** and a new window will open.



1. To resend a notification to a co-signer, click **Actions** next to their name, then **Resend Email**. The individual will receive another notification to sign the form, including a link to visit the form directly.

To Edit the co-signer, click **Edit Cosigner** and continue to Step 5.



1. After clicking **Edit Cosigner**, a new window will open. Enter the first name, last name, and email address of the new co-signer. **\*Be sure to enter the co-signer’s UPN email address, not their vanity address** (ie. username@marshall.edu. Dynamic Forms will not accept first.lastname@marshall.edu format).

Click **Save and Re-send Email** so the new co-signer receives a notification and link.

