

Remind, correct or cancel a request

Updated 14 October 2026 · unforged.ai/help/sig/remind-correct-or-cancel-a-request

While a package is waiting for signatures you can send a reminder, put right a signer's details, or cancel it altogether. All three are on the package's own page.

1 Send a reminder

Select **Send a reminder** at the top of the package. We email everyone whose turn it is and who hasn't signed yet.

2 Correct a signer

Under **Signers**, select **Correct** next to the person, change their **Name**, **Email** or **Mobile**, then select **Save**. You can do this for anyone who hasn't signed or declined yet.

3 Know what a new email address does

If you change someone's email address, the link we sent to the old one stops working. If it's their turn, we email a fresh link to the new address straight away.

4 Void the package

Select **Void**, then **Void** again to confirm. Nobody can sign it after that, and anyone who had a link gets an email saying it no longer needs their signature.

If something goes wrong

It says everyone waiting was sent their link within the last hour.

We hold reminders back for an hour after the last email so people aren't flooded. Try again later in the day.

You need to change the documents or add a signer.

Those can't be changed once a package has gone out. Void it and send a new package with the right documents and people.

There's no **Correct or **Void** button.**

They disappear once a package is signed, declined, voided or expired, and **Correct** isn't shown for someone who has already signed. If you expected to see them, check your role with whoever runs your Unforged account.