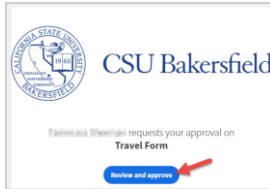# APPROVING AND DENYING DOCUMENTS

APPROVING DOCUMENTS

As a signer, reviewer, or acceptor, you can approve documents. To approve a document,

1. From your email, click the link or button to review and approve…. depending on your email account

2. Your default browser will open.

3. If necessary, complete the form

4. Click the **Click to Approve** button (bottom of the screen)

DENYING DOCUMENTS

You can deny documents sent to you for approval or for signature. Once declined, Adobe Sign notifies the requestor that their request was declined and the workflow ends for the document. To deny a document,

1. From your email, click the link or button to review and approve…. depending on your email account
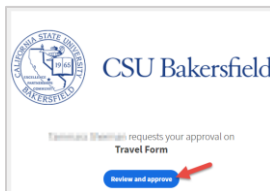
2. Your default browser will open.

3. Click the Options button ≡ or drop down Options ⌄

4. From the menu, click **I will not approve**

5. In the box,

   - Enter your reason for declining
   - Click **Decline**

5. The requestor will receive an email stating that the request was denied and your reason for denying the request.
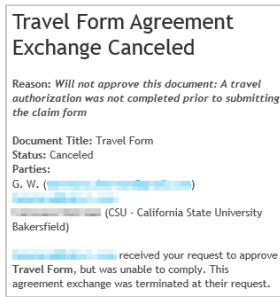
For more information, please visit the Adobe Sign Resources page or refer to the Adobe Sign Signer Basics QRG.