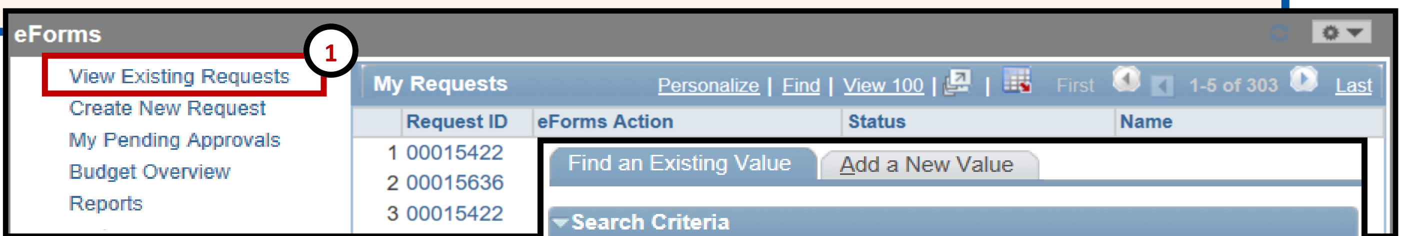
eForms– Modify a Request

An existing request can only be modified if the document is pending submission.

To Modify a Request:

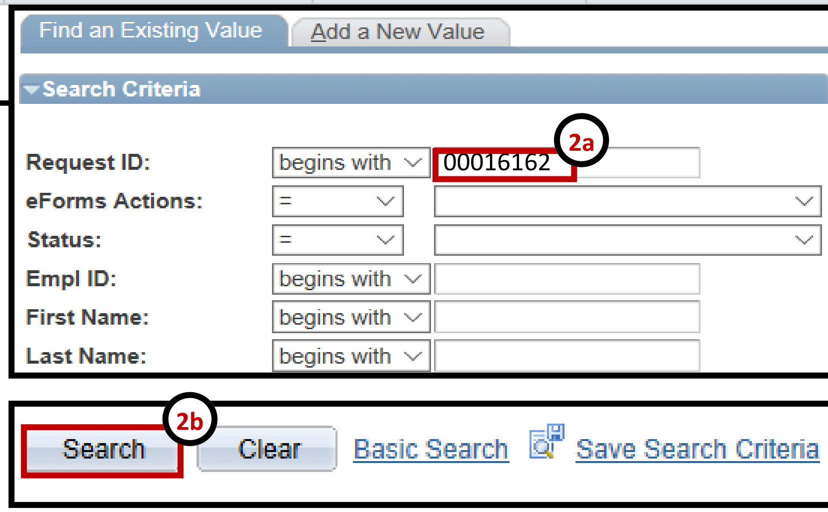
1. After logging into PeopleSoft, under the home page look for the eForms section and select the **View Existing Requests** link.



2. Under the **Find an Existing Value** tab, you will see multiple options listed in the **Search Criteria:**

   2a. Enter the **Request ID** (or search by any other option).

   2b. Click on the **Search** button.



3. The form will display, and the fields available to modify will be open, content can be changed as needed:

IMPORTANT: Only a form with a status of: **Saved, Call Back for Revision,** and **Sent Back for Revision** can be modified. If the document has already been submitted, use the **Call Back** button at the bottom of the form; the document will refresh and can be modified as needed.