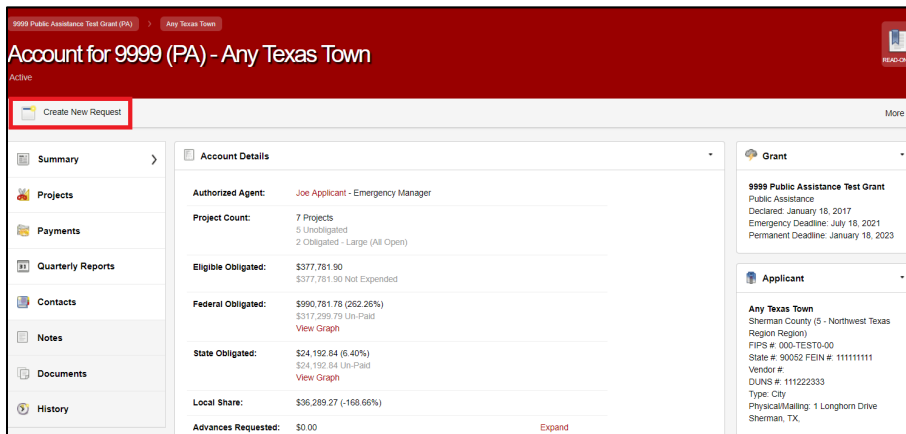


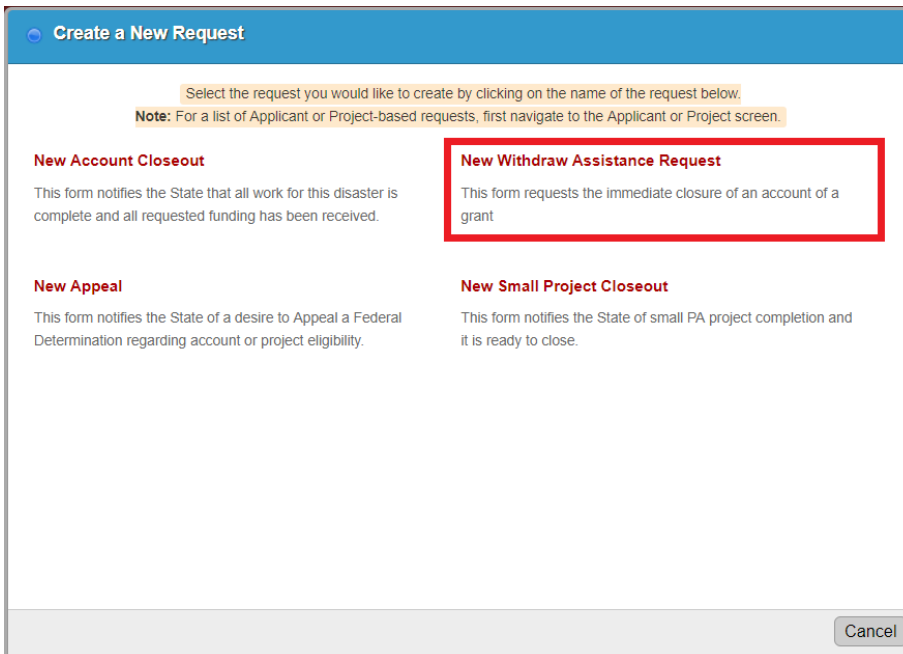
Withdraw Requests for Assistance

This form requests the immediate closure of an account typically due to an Applicant not having eligible damages.

1. Go to the home screen of the Account you wish to withdraw, and click the **“Create New Request”** button.



2. Click the **“New Withdraw Assistance Request”** link.



3. The form will display. Complete the form:
 - a. Enter the **“Reason”** for the withdrawal.
 - b. Enter any **“Notes”** to be included.
 - c. Click **“Save”** (the form can be saved without submitting, and retrieved at a later time from your **“Drafts”** under the **Inbox** menu). The form must be saved before attaching any documents.
 - d. Click the **“Add Document”** button to upload additional documentation, if necessary.
 - e. Click the **“Submit”** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

Withdraw Assistance Request Form

The screenshot shows a web application interface for creating a new withdraw assistance request. The page has a red header with the title "Create New Withdraw Assistance Request". Below the header, there are navigation tabs for "ACCOUNTS", "PROJECTS", and "FINANCES". The main content area contains a form with two input fields: "Reason" and "Notes". The "Reason" field has a red box labeled "a" pointing to it, and the "Notes" field has a red box labeled "b" pointing to it. Below the "Reason" field, there is an example text: "Example: “No eligible damage” or “Damage is below FEMA’s required minimum amount of \$1,000”." At the bottom of the form, there are two sections: "Notes & Comments" and "No Uploaded Documents". The "Notes & Comments" section has an "Add Note" button and a message: "There are currently no notes. Be the first to add one". The "No Uploaded Documents" section has an "Add Document" button. A red box labeled "c" points to the "Save" button, a red box labeled "e" points to the "Submit" button, and a red box labeled "d" points to the "Add Document" button.

4. After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

Note: Each **Deliverable** must be checked off/completed before the form can be submitted.

9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town

Withdraw Assistance Request

Draft

Submit Delete

- Summary
- Form
- Notes

Deliverables

- Attached a signed Notification of Withdrawal for Assistance form (for Public Assistance grant) or a signed Notification of Withdrawal letter (for Hazard Mitigation grant), as appropriate.
[Completed By You]
[View All Completed Deliverables](#)

- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.

Warning!

The following requirements must be completed before you can advance:

- Deliverables

Okay

- Click the **“Submit”** button when all of the **Deliverables** have been completed.

9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town

Withdraw Assistance Request

Draft

Submit Delete More

- Summary
- Form
- Notes
- Documents
- Workflow
- History

Deliverables

- Attached a signed Notification of Withdrawal for Assistance form (for Public Assistance grant) or a signed Notification of Withdrawal letter (for Hazard Mitigation grant), as appropriate.
[Completed By You]
[View All Completed Deliverables](#)

Grant

9999 Public Assistance Test Grant
Public Assistance
Declared August 25, 2017
Emergency Deadline: February 25, 2018
Permanent Deadline: February 25, 2019

Withdraw Assistance Request Details

This form requests the immediate closure of an account of a grant

Reason: No Eligible Damage

Notes: Description

Request for Assistance: Request for Assistance #1143

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0-00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111223333
Type: City
Physical/Mailing: 1 Longhorn Drive Sherman, TX

7. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



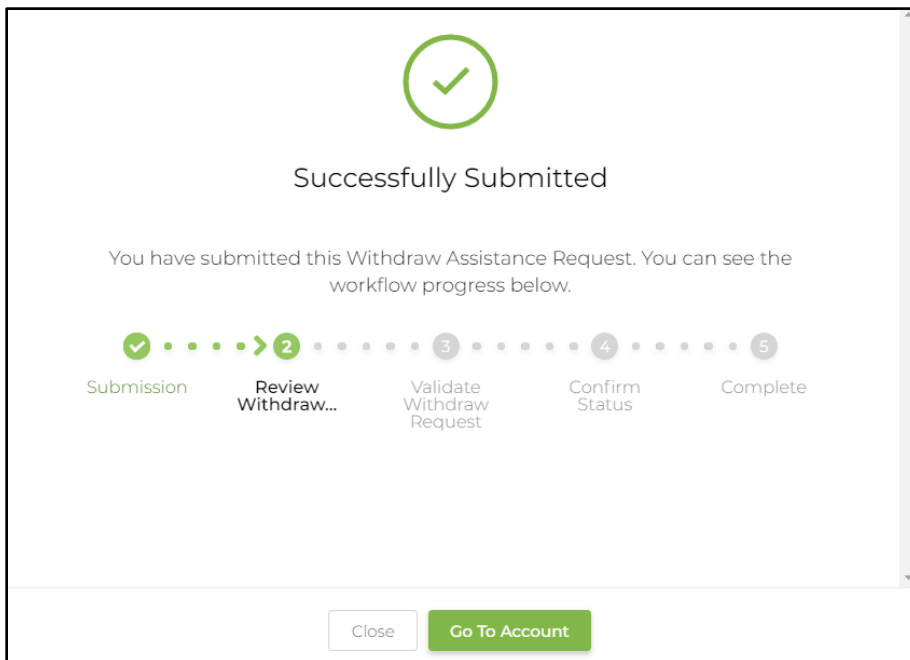
Submit this Withdraw Assistance Request

Before Submitting this Withdraw Assistance Request please fill out the necessary information below.

Leave a note:

Cancel Submit

8. A notification will display letting you know that the Withdraw Assistance Request was successfully submitted. Select the button for the desired action, **“Close”** the window or **“Go to Account.”**



Successfully Submitted

You have submitted this Withdraw Assistance Request. You can see the workflow progress below.

Submission Review Withdraw... Validate Withdraw Request Confirm Status Complete

Close Go To Account