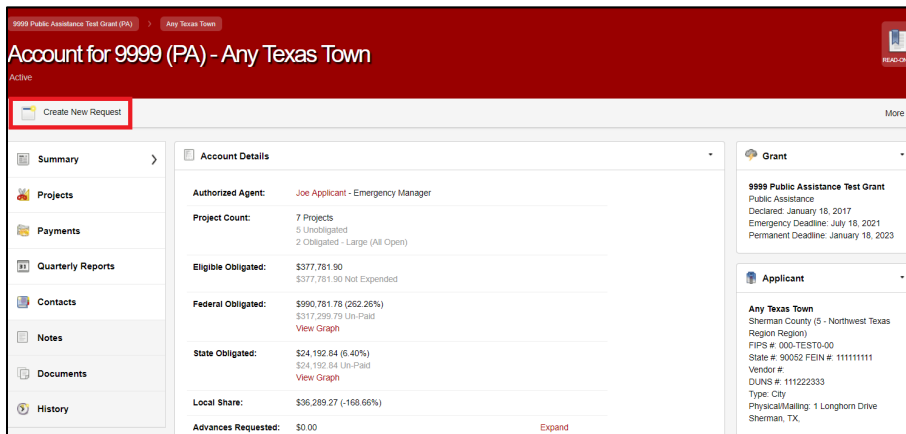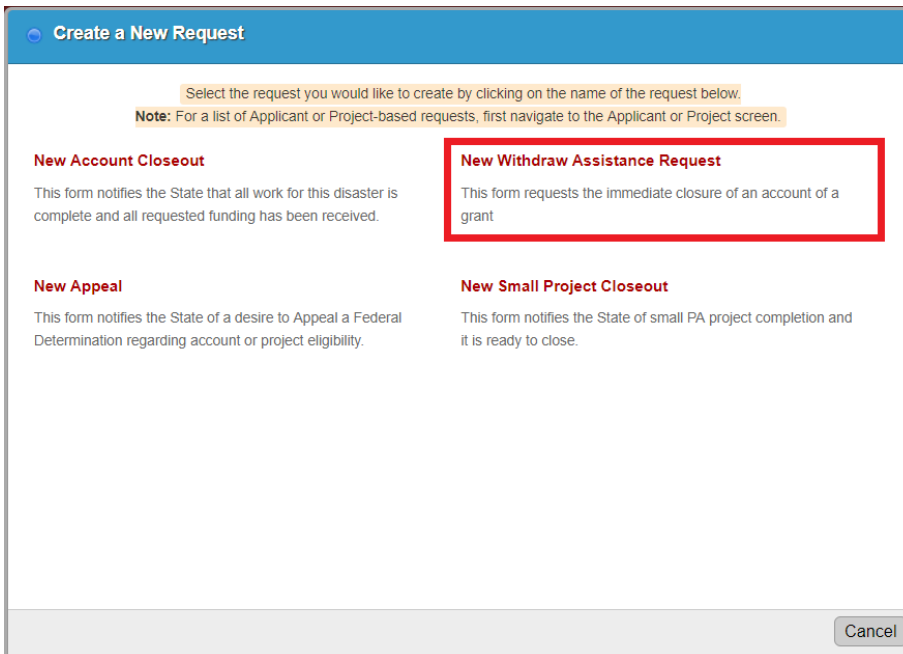# Withdraw Requests for Assistance

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

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.*

5. 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**.

6. Click the ***"Submit"*** button when all of the **Deliverables** have been completed.

7. You may leave a note when this window is displayed. Click the *"Submit"* button when done.
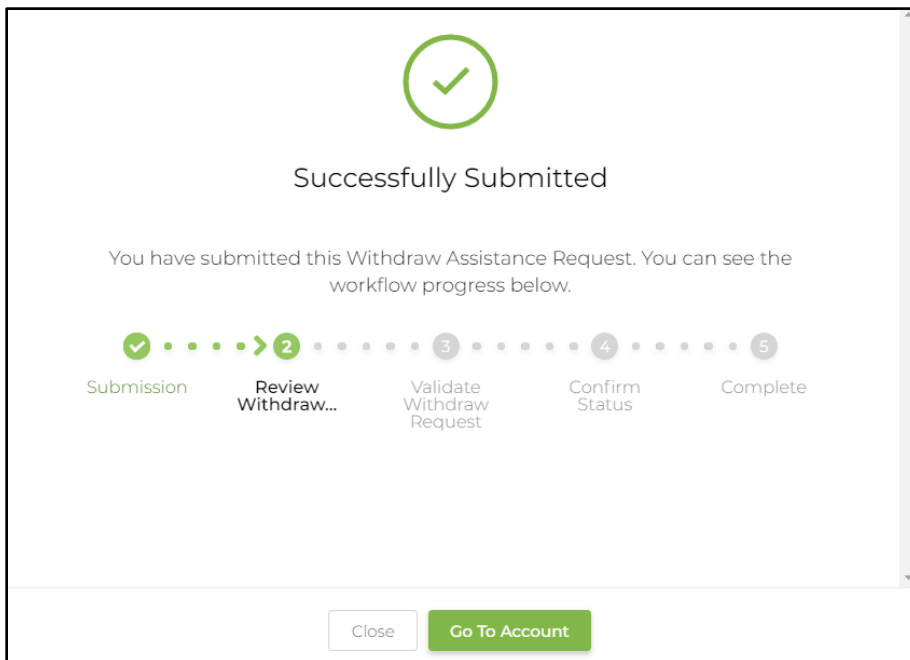
8. A notification will display letting you know that the Withdraw Assistance Request was successfully submitted. Select the button for the desired action, *"Close"* the window or *"Go to Account."*