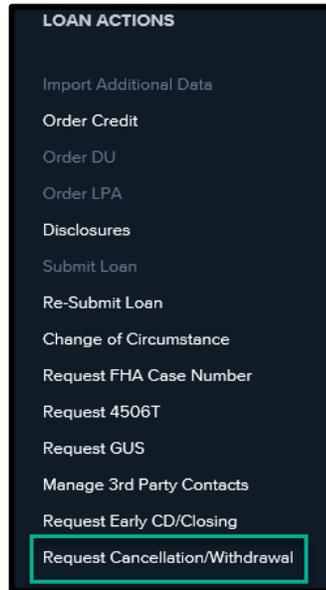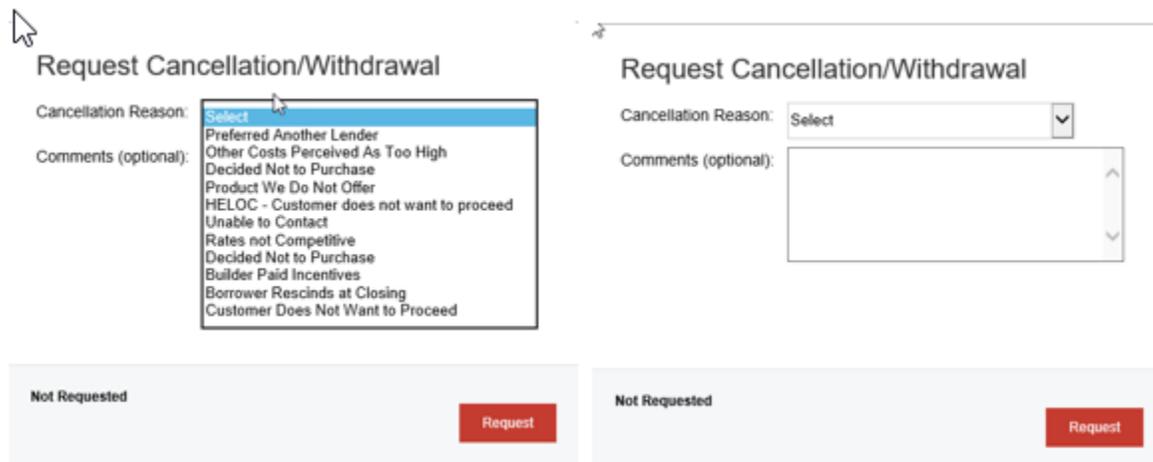## HOW TO: Request a Cancellation

Step 1: Access your loan from the pipeline in TPO Connect and scroll down to Loan Actions and click on Request Cancellation/Withdrawal.

Step 2: Use the drop-down to select the cancellation reason and the message box for any additional information and hit Request.

Note: The request will flow to our Production Support team to complete the cancellation within 48-72 hours. Once completed, the loan will automatically move to your Archived Loans.