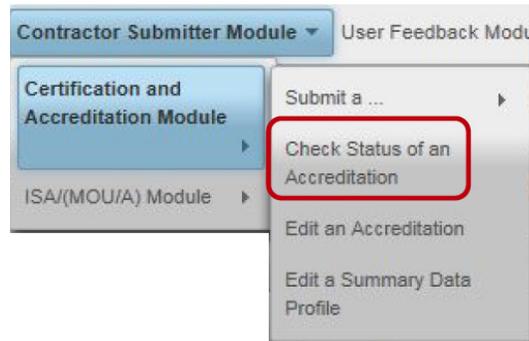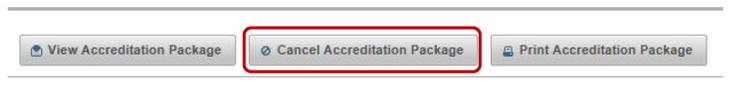# HOW TO CANCEL A REQUEST IN OBMS

1 Select Check Status of an Accreditation from Contractor Submitter Module, Certification and Accreditation Module.

Note: Package/UID must be in Pending Review status in order for it to be canceled.

2 Select the UID to be cancelled, then click on the Cancel Accreditation Package button.

3 A pop-up screen will appear requesting action "Are you sure you want to continue?"

Click on the Submit button and the status will be updated to Canceled.