



## Directions for Amending or Withdrawing a Proposed SARA Policy Modification: March 2 – April 5, 2023

***Please use the directions below to amend or withdraw a proposal during the first period to do so: March 2 – April 5, 2023. Following these guidelines will help assure that the proposal will move forward for consideration as expeditiously as possible.***

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**IMPORTANT NOTE:** Amended proposals will be made publicly available on the NC-SARA website shortly after a review for completeness.

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### **Step 1:**

Go to the [NC-SARA policy webpage](#) and click on the box that says **View the Proposals**. This will take you to the screen that has the list of proposals under consideration.

### **Step 2:**

When you get to this screen, log in to the system by clicking on **Log in** in the far upper right corner of this page.

- Your username and password will have been provided in the email you received when you first submitted the proposal. This email has the subject line "Welcome to the SARA Policy Portal."
- If you are a Regional Compact staff member or a SARA State Portal Entity, you will use your regular SARA Portal login and password.

### **Step 3:**

After logging in, you will see a listing of all of the proposal(s) that you have submitted.

**Continue to Step 4 →**

#### **Step 4:**

Select the proposal that you would like to amend or withdraw.

*Please Note: You can amend or withdraw proposals that have not been previously cancelled or previously withdrawn.*

#### **To Amend a Proposal:**

- Click on the proposal name of the proposal you wish to amend.
- Click on the **Edit This Proposal** button in the upper right corner and follow the directions provided in the pop-up screens to create the amendment.
- When you have entered the amendment text, click on **Create Amendment**
- On the next screen you will have the opportunity to upload files.
  - **IMPORTANT NOTE:** Any files uploaded with the original proposal will be archived and will not appear with the amendment. If you would like to keep your original files or upload new files, please do so here. Otherwise, they will not be attached to your amended proposal.
- Select **Finish**.
- Your amendment will be visible under the **Previous Versions** tab; the proposal will reflect the amendment and any new files you provided.

**Please note:** Any amendments made to proposals will be reviewed for completeness before being made publicly available.

#### **To Withdraw a Proposal:**

- Click on the proposal name of the proposal you wish to withdraw.
- Click on the **Withdraw This Proposal** button in the upper right and follow the directions provided in the pop-up screens.
- Please provide a reason for the withdrawal as requested. The reason will be shared in the public view.
- When you click on **Withdraw**, your proposed submission will be withdrawn.

**Please note:** Withdrawn proposals will still appear publicly; the status will show as "Withdrawn."

**For assistance with or questions about this process, please email [info@nc-sara.org](mailto:info@nc-sara.org)**