Instructions for Editing or Withdrawing a Proposed

SARA Policy Modification

Please use the instructions below to edit or withdraw a proposal, regardless of whether or not the proposal has already been made visible to the public in the portal. Following these guidelines will help ensure your proposal moves forward for consideration as expeditiously as possible.
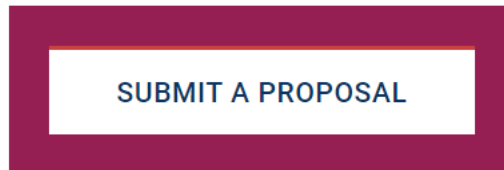
IMPORTANT NOTE: Complete proposals will be made <u>publicly available</u> on the NC-SARA website shortly after a review for completeness.

Step 1:

From the Participate in SARA Policy Modifications webpage, click the "Submit a Proposal" button.

Step 2:

On the next screen, log in to the portal by clicking the "Log in" button in the upper right corner of the page. Use the same login credentials you used when you submitted your proposal.

- If you are a regional compact staff member or a SARA State Portal Entity, use your regular SARA Portal username and password.

Step 3:

After logging in, click the drop-down arrow on the left side of the screen next to "Current Cycle: Policy Proposals" and select "All Cycles: My Proposals". You will see a listing of the proposal(s) you have submitted. You may edit or withdraw any of the proposals on this list that are from the current Policy Modification cycle.

Step 4:

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

To Edit a Proposal:

- Click the "Edit PMP" button in the upper right, then review the message in the pop-up window and click "I Understand." Next, update any information you wish to change (including uploading or dropping additional files, or deleting previously-attached files) and click the "Update" button in the bottom right of the screen.
- Your proposed submission will reflect the changes you entered.

Please note: Any edits made to proposals will be reviewed for completeness before being made visible to the public in the portal.

To Withdraw a Proposal:

- Click the "Withdraw PMP" button in the upper right, then review the message in the pop-up window and click "I Understand." Please provide a reason for the withdrawal as requested on the next screen and click the "Withdraw" button in the bottom right of the screen.
- Your proposed submission will be withdrawn.

Please note: Withdrawn proposals will not appear publicly; however, you will still see withdrawn proposals in the "All Cycles: My Proposals" list view with its status shown as "Withdrawn."

**For assistance with or questions about this process, please email
info@nc-sara.org**