



Instructions for Withdrawing a Proposed SARA Policy Modification During an Amendment Period

Step 1:

From the [Participate in SARA Policy Modifications webpage](#), select “SARA POLICY PORTAL”.



Step 2:

On the next screen, log in to the portal by selecting “Log in” 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, select 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 withdraw any of the proposals on this list that are from the current Policy Modification cycle and have not been previously cancelled or withdrawn.

Step 4:

- Select the name of the proposal you wish to withdraw.

Step 5:

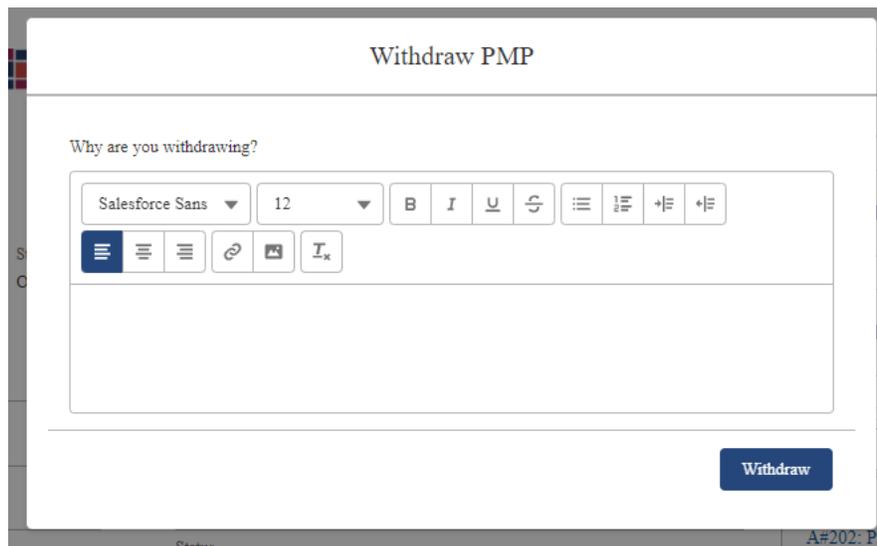
- Select “**Withdraw PMP**” in the upper right corner.

Step 6:

- Review the information in the pop-up screen and, if you wish to proceed, select “**I Understand.**”

Step 7:

- On the next screen, provide a reason for the withdrawal and select “**Withdraw.**”



The screenshot shows a web form titled "Withdraw PMP". The form asks "Why are you withdrawing?". Below the question is a rich text editor with a toolbar. The toolbar includes a font dropdown set to "Salesforce Sans", a size dropdown set to "12", and buttons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, indent, and outdent. Below the toolbar are buttons for bulleted list, numbered list, link, unlink, and insert link. A blue "Withdraw" button is positioned at the bottom right of the form area.

Step 8:

- After selecting “**Withdraw,**” you’ll be taken back to the SARA Policy Portal landing page. Once again, select the drop-down arrow on the left side of the screen next to “Current Cycle: Policy Proposals” and select “All Cycles: My Proposals.”

Step 10:

- Once again, select the name of the proposal you just withdrew.

Step 11:

- In the “Status” field you will see your proposal has been withdrawn.



 Policy Modification Proposal
New Policy Printable View

| Submitter Full Name | Organization Name | Status |
|---------------------|-------------------|-----------|
| | NC-SARA Staff | Withdrawn |

Record Details Public Comments

| | |
|---|---|
| Submitter Full Name | Policy Modification Cycle Policy Cycle: 2024 |
| Organization NC-SARA Staff | Proposal Stage Amendment 1 |
| Organization Name ¹ NC-SARA Staff | Action Type New Policy |

▼ Proposal

Policy Modification Proposal Name
PMP24-0670: Test PMP

- Your proposal will still appear publicly on the SARA Policy Portal landing page, but the status will show as “Withdrawn.”

 Current Cycle: Policy Proposals ▼

50+ items • Sorted by Policy Modification Proposal Name • Filtered by All policy modification proposal - Status, Policy Modification Cycle, Proposal Stage • Updated a few seconds ago ⚙️ 🗑️

| | Policy Modification Proposal Name ↓ | Organization Name | First Affected Section | Status | Proposal Stage |
|---|-------------------------------------|-------------------|------------------------|-----------|----------------|
| 1 | PMP24-0670: Test PMP | NC-SARA Staff | | Withdrawn | Amendment 1 |
| 2 | PMP24-0669: SARA Policy Manual | NC-SARA Staff | | Open | New |

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