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proposals on this list that are from the current Policy Modification cycle and have not been previously cancelled or withdrawn.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.”

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- In the “Status” field you will see your proposal has been withdrawn.

- Your proposal will still appear publicly on the SARA Policy Portal landing page, but the status will show as “Withdrawn.”

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