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.