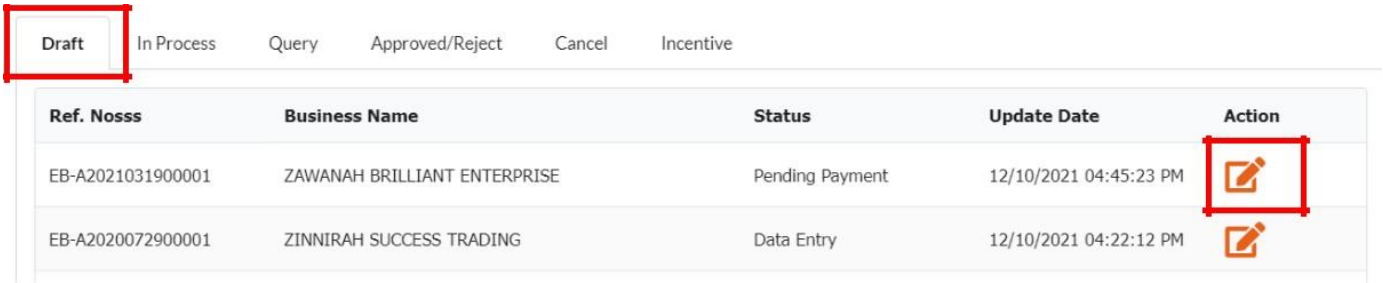
E. PROCEDURE TO "DISCARD" APPLICATION BEFORE PAYMENT

1. Click **'My Business Services'**

   (a) Click **"Registration Status / History"**

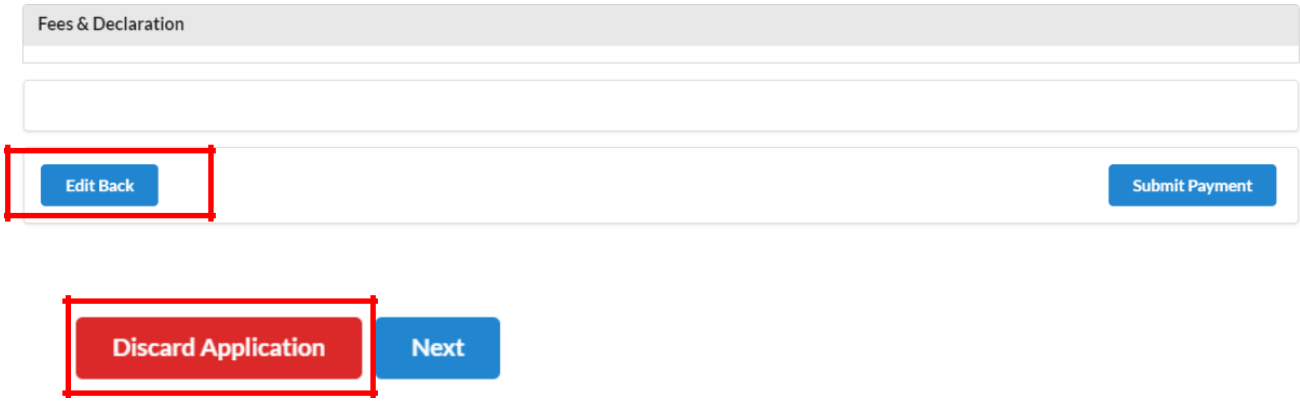
2. Go to **"Draft"**

   (a) Select application and click icon in **"Action"** field



3. If status is **"Pending Payment".**

   (a) Click **"Edit Back"**
   (b) Scroll down and click **"Discard Application"**



4. If status is **“Data Entry”**.

   (a) Scroll down and click **“Discard Application”**