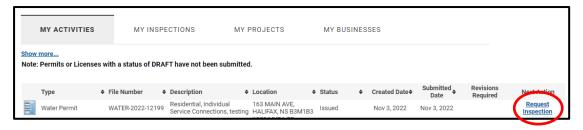
Customer Portal Series

How to: Cancel an Inspection

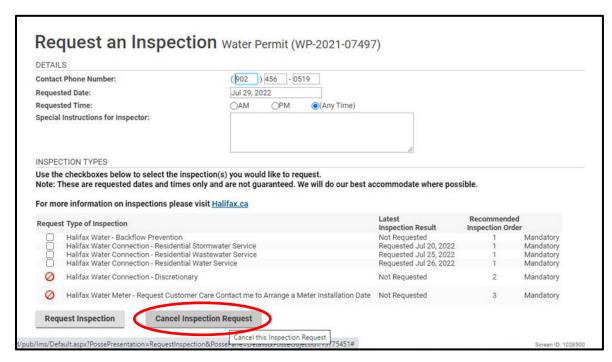
Customers can cancel the Request an Inspection process or cancel an Inspection that has been requested.

Cancel an Inspection Request

1. When clicking to request an inspect and this page opens it is actually creating an 'Inspection Request' in the system.



2. Once you are on this page this 'Inspection Request' process has already generated. If you have navigated to this page in error or you no longer wish to request an inspection the way to remove the 'Inspection Request' process that has already generated in the system without requesting an inspection, click the 'Cancel Inspection Request' button.



This button is essentially a 'Go Back' button on this page and will not cancel any previously requested Inspection.

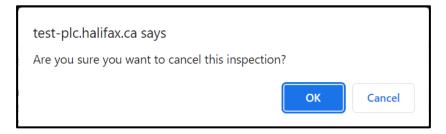
Customer Portal Series

Cancel a Requested Inspection

 To Cancel an already requested Inspection, navigate to the 'My Inspections' tab on the main landing page, find the inspection you would like to cancel, then click the 'Cancel Inspection' link.



4. A confirmation prompt will appear. Click OK.



5. The page will refresh and the Inspection will show as Cancelled.

