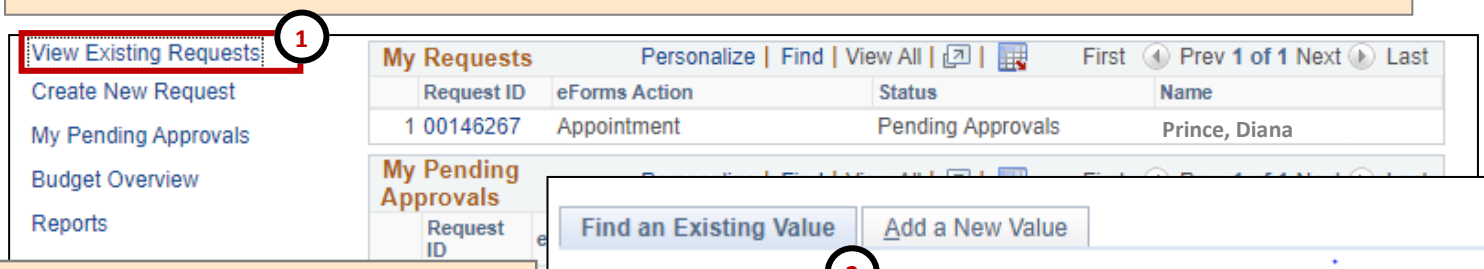
eForms– How to Cancel a Request

An existing request can only be cancelled if the document is pending submission.

To Cancel a Request:

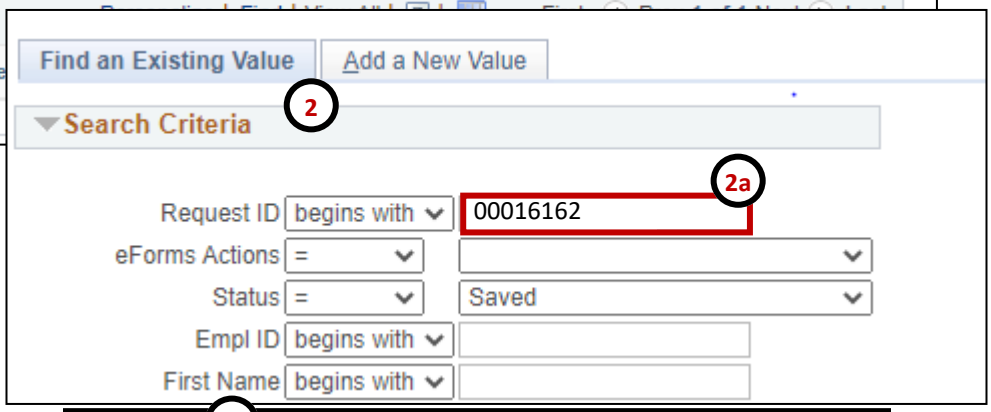
1. After logging into PeopleSoft, under **Employee Self Service (Homepage)** click the **eForms Tile**. From the "eForms Portal Pagelet" select the **View Existing Requests** link.

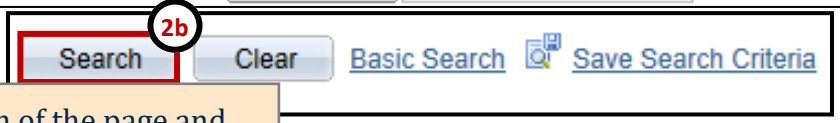


2. Under the **Find an Existing Value** tab, you will see multiple options listed in the **Search Criteria:**

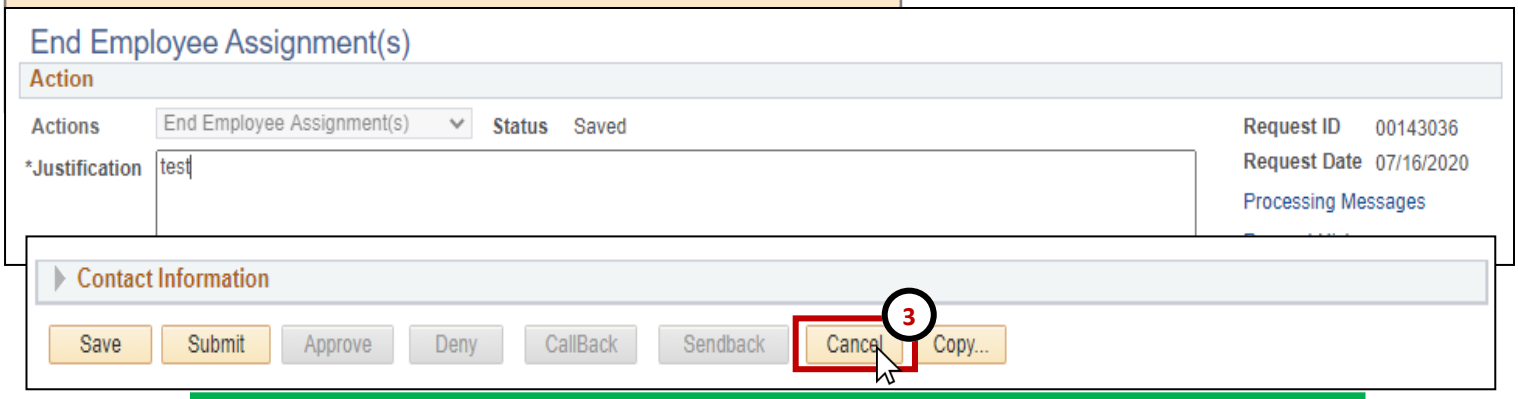
   2a. Enter the **Request ID** (or search by any other option).

   2b. Click on the **Search** button.





3. The form will display, scroll to the bottom of the page and use the "**Cancel**" button to cancel/terminate the document.



PeopleSoft Tip

- Only creators have the ability to "Cancel" requests.
- If the document has already been submitted, use the **Call Back** button at the bottom of the form; the document will refresh and the "Cancel" button will become available.