

# How To Cancel Authorization

- 1 log in (<https://cge.concursolutions.com>)**
- 2 click on View Authorization**
- 3 click on pencil icon of the authorization that you want to cancel (Amend Document)**
- 4 click on Create New Amendment**
- 5 click on Create Document**
- 6 click on the Confirmation tab**
- 7 verify Status to Apply is Cancelled (click on Cancelled)**
- 8 Stamp and Submit Document**