

Step	Action
1	Click the Resubmit, Change, or Withdraw an ePAF link.
2	Enter the desired information into the eForm ID field.
3	Click the Search button.
4	The Review Comments page will display. If applicable, review the comments to determine why the ePAF may have been recycled. Then, navigate to the page/field that requires the change.
5	Click the Next >> button.
6	The Job Information page will display. Click the vertical scroll bar.
7	Click through the pages by clicking the Next >> button. Make the desired changes.
8	Click the Resubmit button. The Withdraw button is used to remove an ePAF from the workflow and archive it. A reason for the withdrawal should be entered in the comments field. Withdrawn ePAFs can still be viewed via the View an ePAF menu option.
9	A confirmation message will display, click the Yes button.
10	The ePAF will be resubmitted to the next person within the workflow for approval. Use the links on this page to navigate back to the ePAF home page.