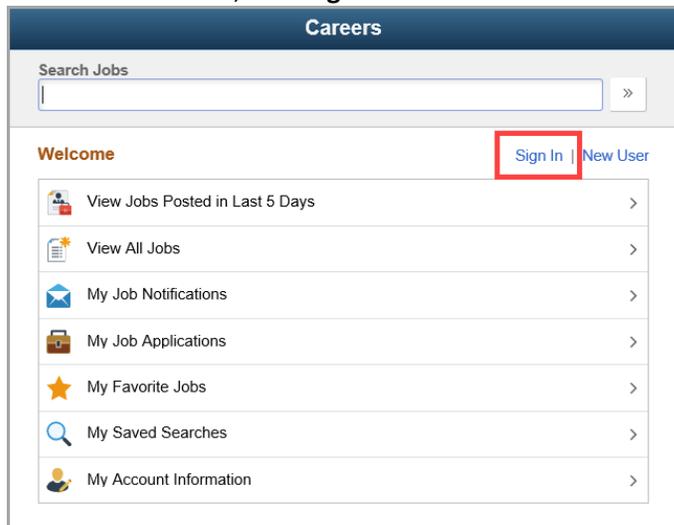


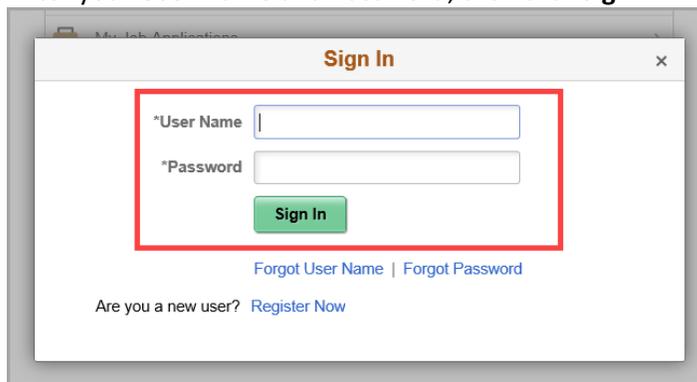


## Withdraw Application

1. On the Careers site, click **Sign In**



2. Enter your **User Name** and **Password**, then click **Sign In**





- Under the **Applicants** tab, click on the **Applicant Name** you wish to add a note

The screenshot shows the 'Careers' dashboard for a user named Henry. A search bar is at the top. Below it, a 'Welcome Henry' message includes a 'Sign Out' link. A list of navigation options is shown: 'View Jobs Posted in Last 5 Days', 'View All Jobs', 'My Job Notifications', 'My Job Applications' (highlighted with a red box), 'My Favorite Jobs', and 'My Saved Searches'.

- Under the **Withdraw Application** column, click **Withdraw** for the respective application

The screenshot shows the 'My Job Applications' table. The table has columns for Job Title, Job ID, Location, Status, Date Created, Date Submitted, and Withdraw Application. A single row is visible for a 'Senior Capital Program Analyst' with Job ID 5063, Location Austin, TX, Status Submitted, and dates of 07/11/2020 5:57PM. The 'Withdraw Application' column contains a 'Withdraw' button, which is highlighted with a red box.

- Click **OK** to confirm

The dialog box contains the text: "You are about to withdraw a submitted job application. This action cannot be undone. Do you want to continue?". Below the text are two buttons: "OK" and "Cancel".

- Once your application is withdrawn, a **Date Withdrawn** timestamp will appear

The screenshot shows the 'My Job Applications' table after the application has been withdrawn. The table now has an additional column, 'Date Withdrawn'. The row for the 'Senior Capital Program Analyst' now shows a status of 'Withdrawn' and a 'Date Withdrawn' of '07/11/2020 5:58PM', which is highlighted with a red box.