Permit Opt Out Instructions:

1. LOG IN with your ANDREW ID and password

2. Select “PERMITS”

3. VIEW the permit you wish to “opt out” or “cancel”
4. Request expiration:

5. Request Early Expiration

6. Select the Permit to Modify

7. Permit change comments – Text form comments can be added such as the below example. Click “confirm”
8. Complete. You will be notified when the request has been approved.