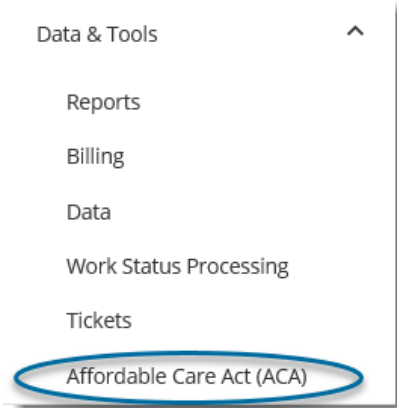




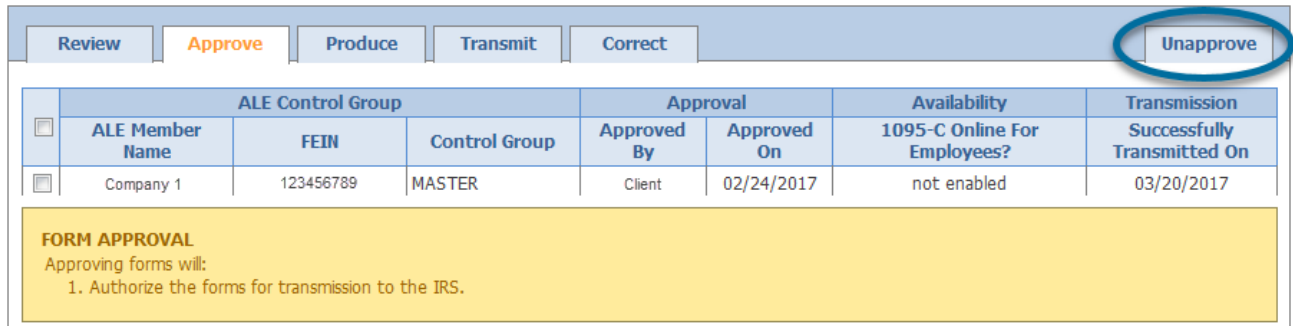
How to Unapprove ACA Forms

Below are instructions on how to remove the approval from ALL forms under specific FEINs. Please DO NOT conduct this unless instructed by your MarketLink Team to do so. To Unapprove/Unlock individual ACA forms for correction, please utilize the [How to Load Retro Payroll Hours Including Need to Know Cover Sheet](#) document.

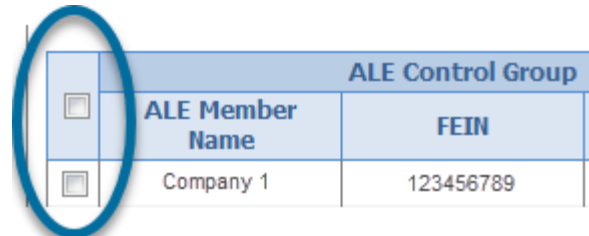


1. Select **ACA**, then **Form Management** on the top toolbar of the Main Page of PlanSource

2. Select the **Unapprove** tab to the far right



3. Select the boxes next to the **FEIN(s)** that you want to take action on



4. Click on **Unapprove Selected FEINs**

