# How to withdraw a new or renewal application

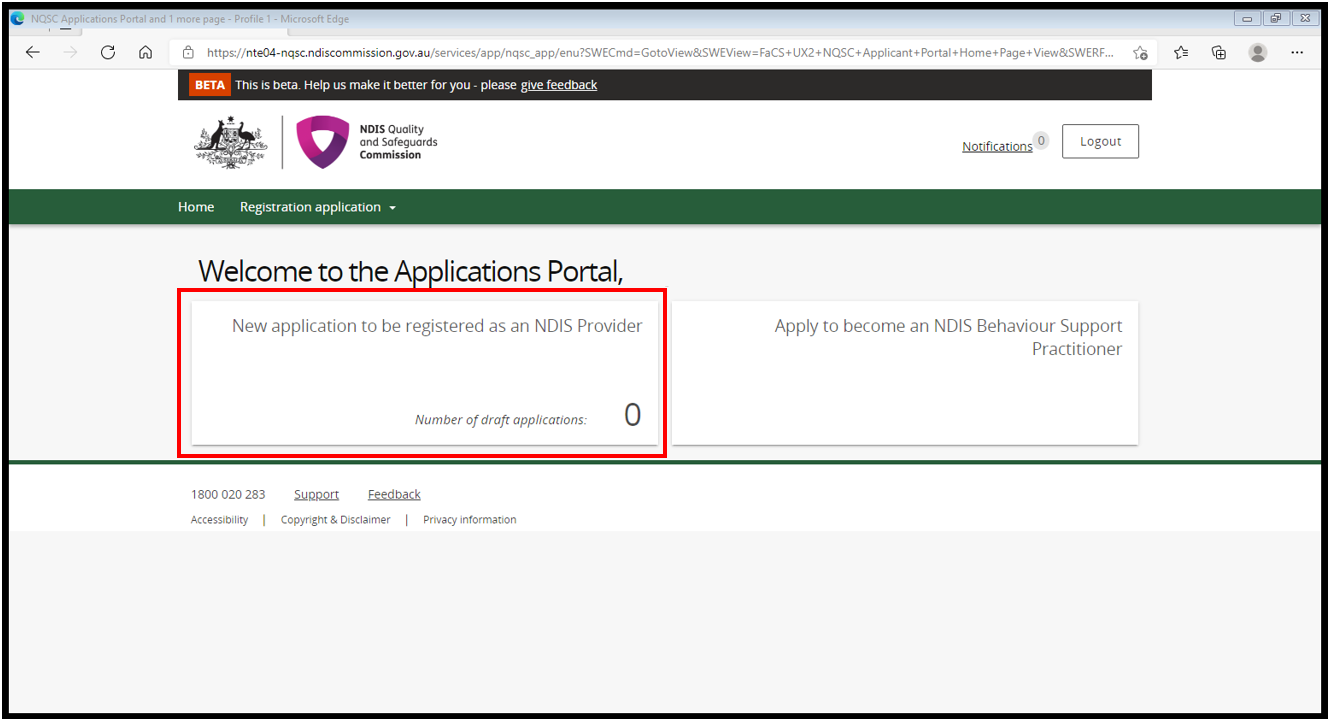
Quick reference guide – Provider registration and Applicants

Providers can withdraw a new application in the [Application Portal](https://www.ndiscommission.gov.au/resources/application-portal) or a renewal application in the [NDIS Commission Portal](https://www.ndiscommission.gov.au/providers/ndis-commission-portal). Applications can be withdrawn while in the status of: ‘Draft’ or ‘Submitted’. Applications in the ‘In progress’ status can also be withdrawn provided the Auditor status is **not** in ‘Submitted to Commission’.

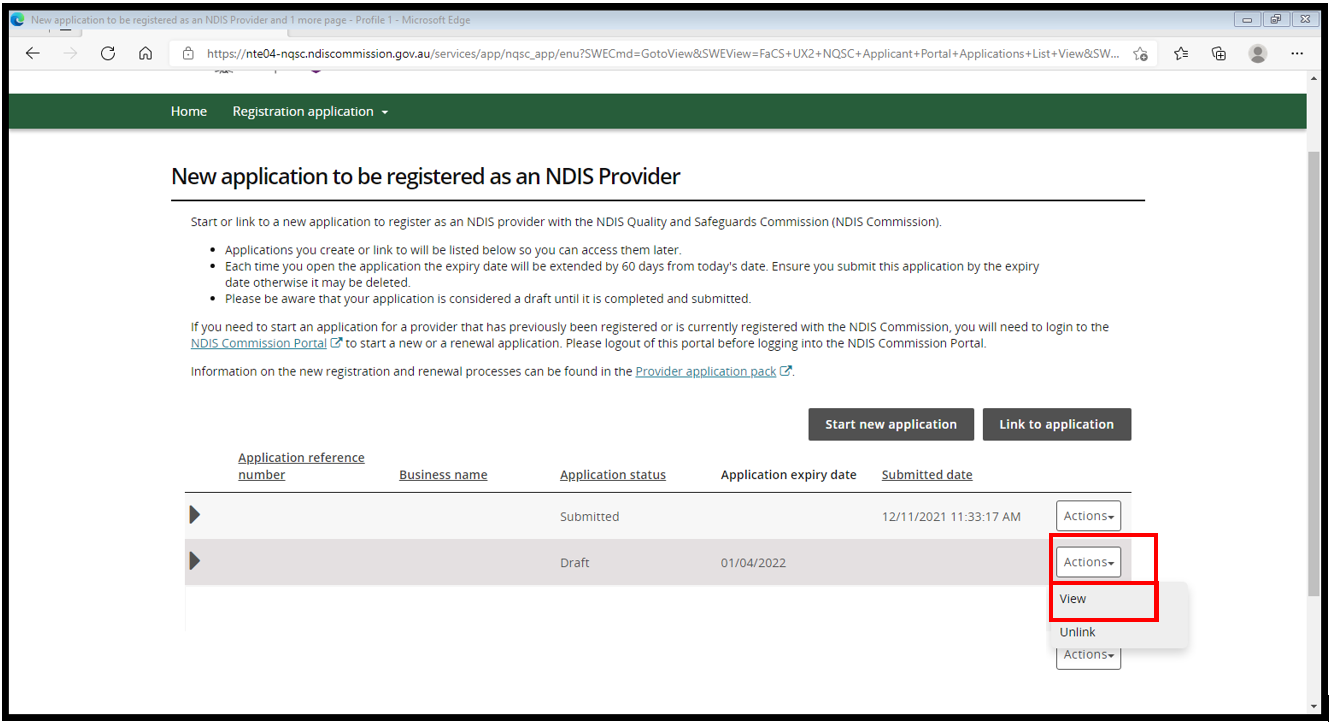
## Login to **the Application Portal for a new application and the Provider Portal for a renewal application.**

## New applications

1. **In the Application Portal, select ‘New application to be registered as an NDIS Provider’ tile.**

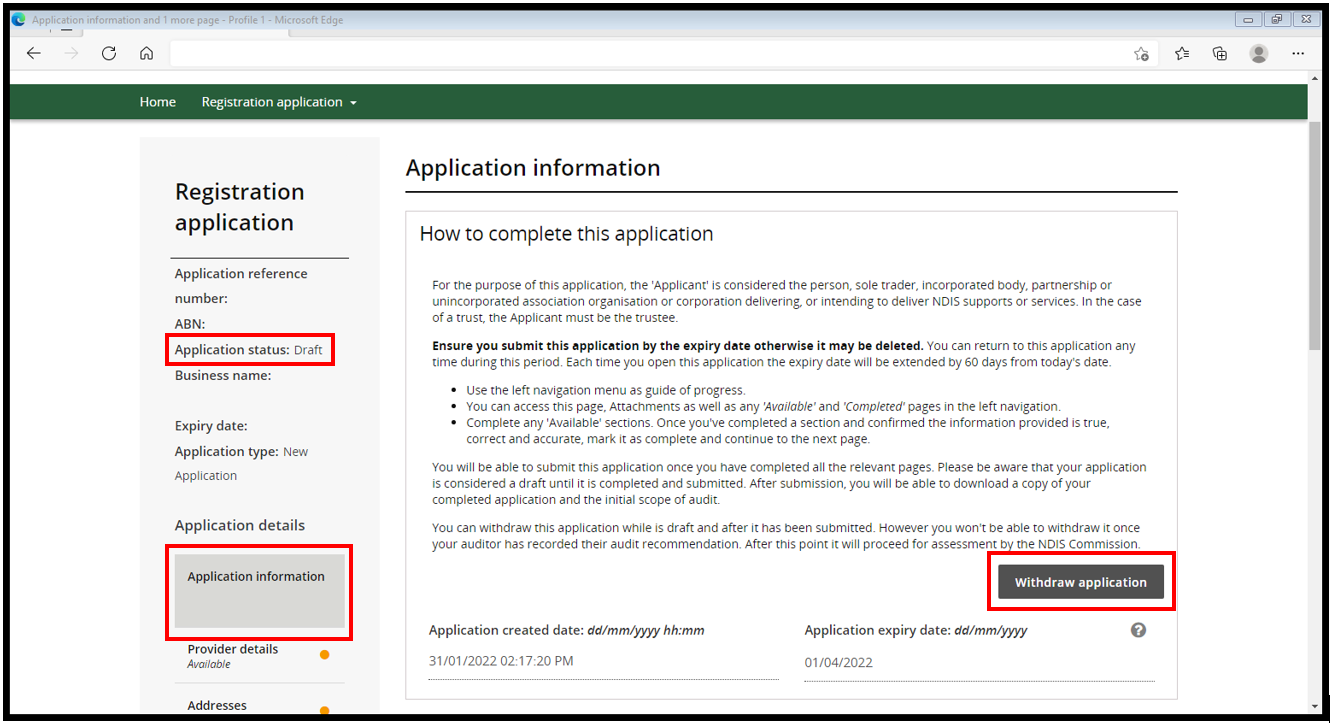


1. To view your application select the **‘Action’** button and then select **‘View’**.

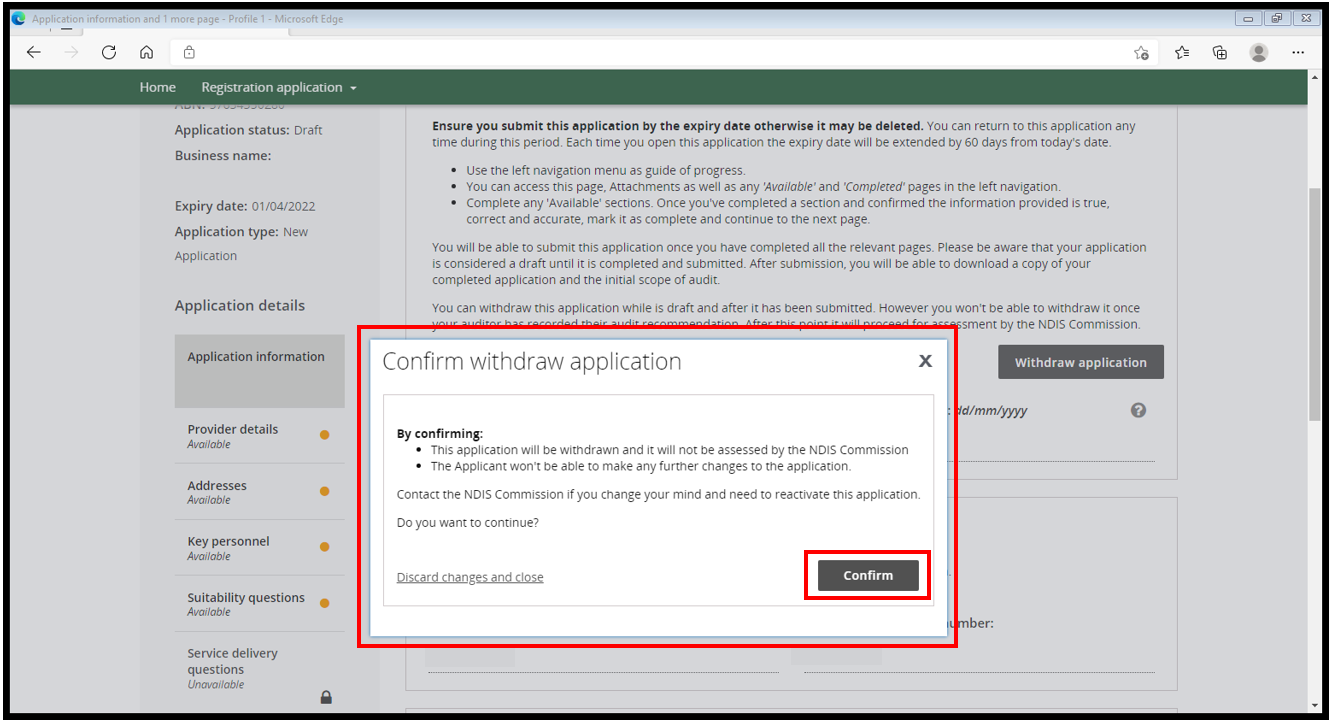


1. For a new application, with an application status of draft, you will see the ‘**Withdraw application’** button in the ‘**Application information’** tab. Select the ‘**Withdraw application’** button if you no longer wish to continue with your new application.

*Draft view*

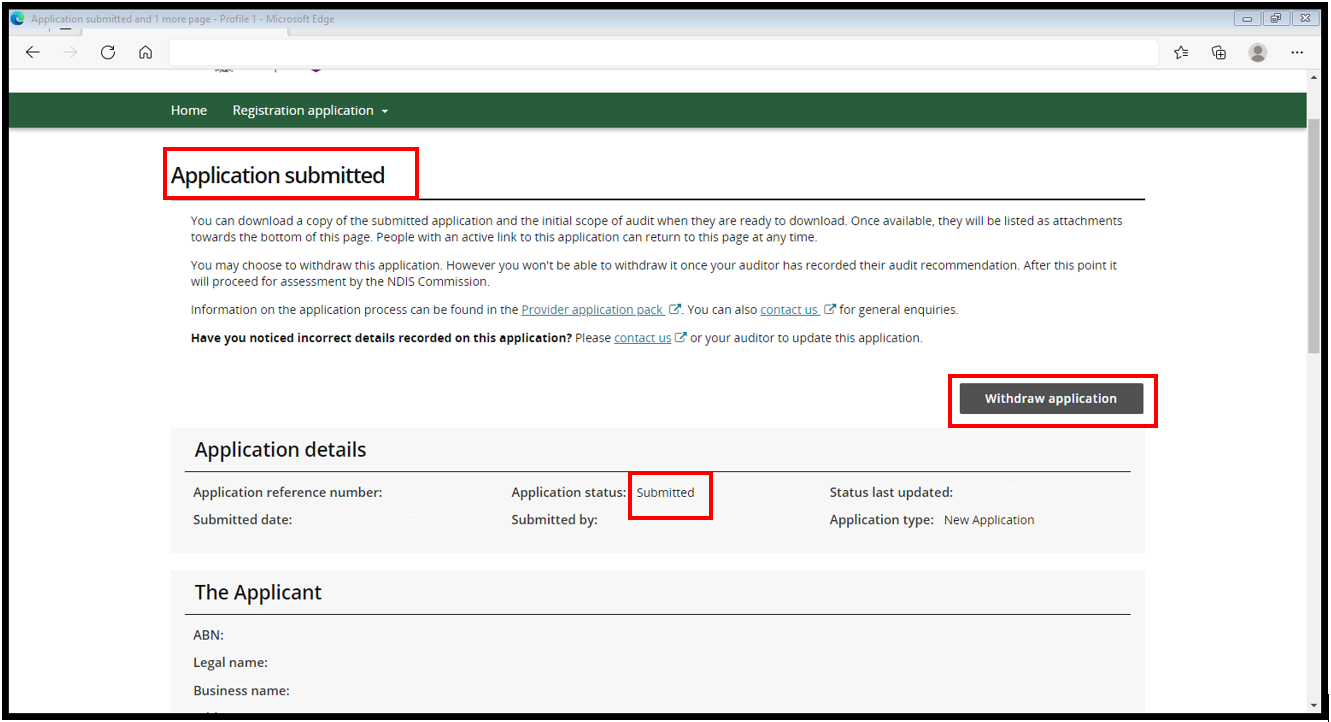


1. A ‘**Confirm withdraw application’** box will appear. Read the text and select the ‘**Confirm’** button to continue with your withdrawal. Once confirmed your new application will be withdrawn and the application status will be updated.

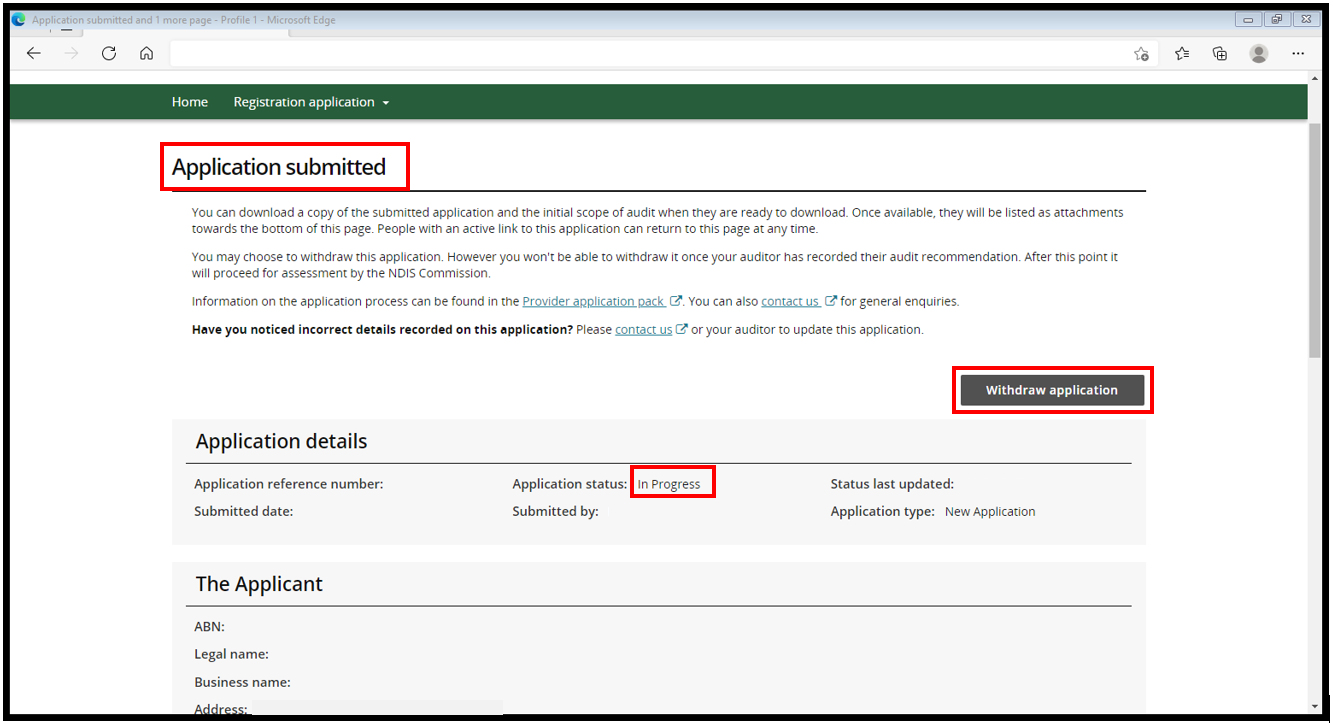


1. For a new application, with an application status of ’**Submitted’** or ‘**In progress’**, you will a see the ‘**Withdraw application’** button on the first screen after you view the application. The ‘**Application Submitted ‘**screen. Select the ‘**Withdraw application’** button if you no longer wish to continue with your new application.

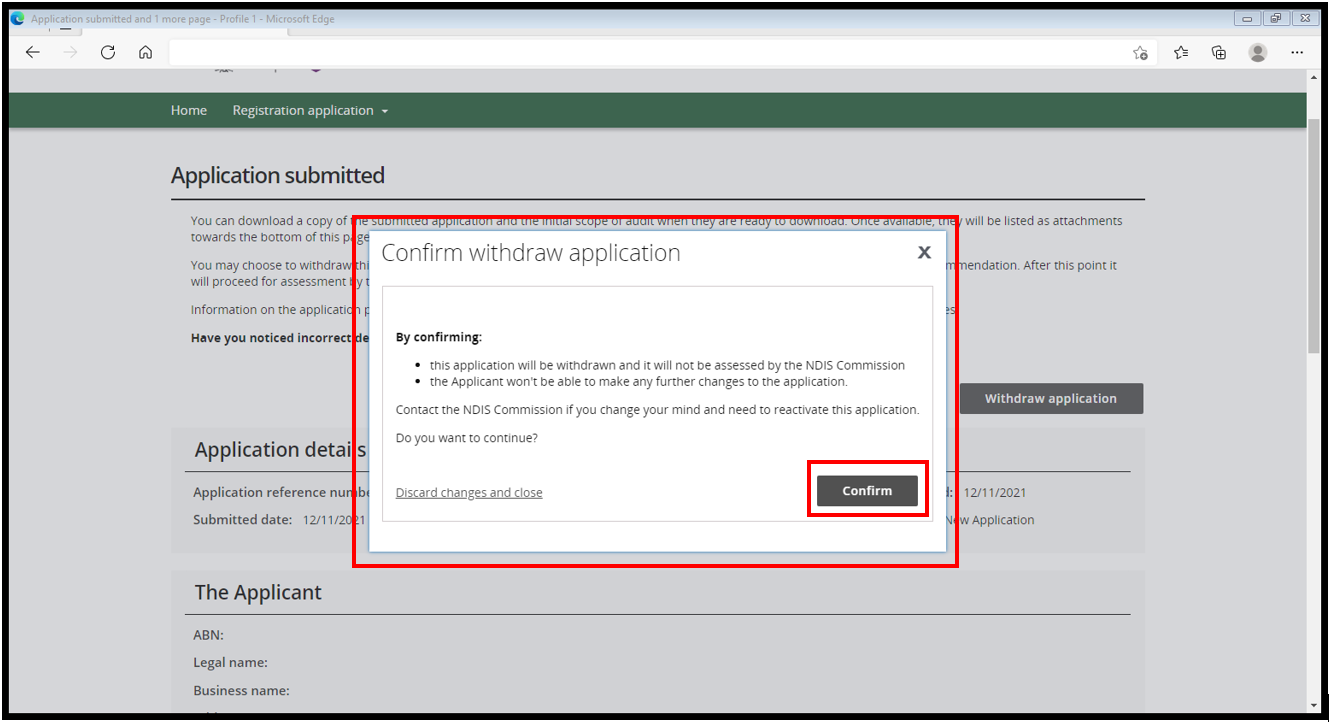
*Submitted view*



*In progress view*

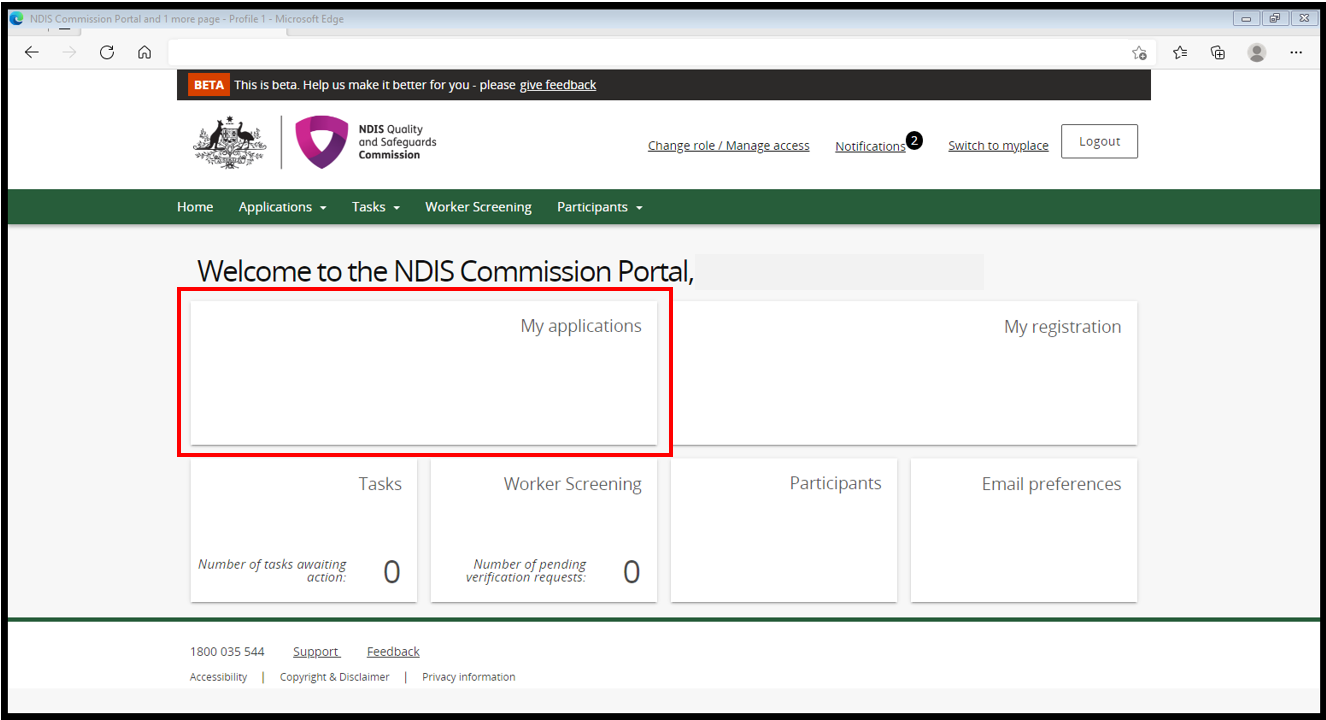


1. A ‘**Confirm withdraw application’** box will appear. Read the text and select the ‘**Confirm’** button to continue with your withdrawal. Once confirmed your new application will be withdrawn. The application status will be updated to withdrawn.

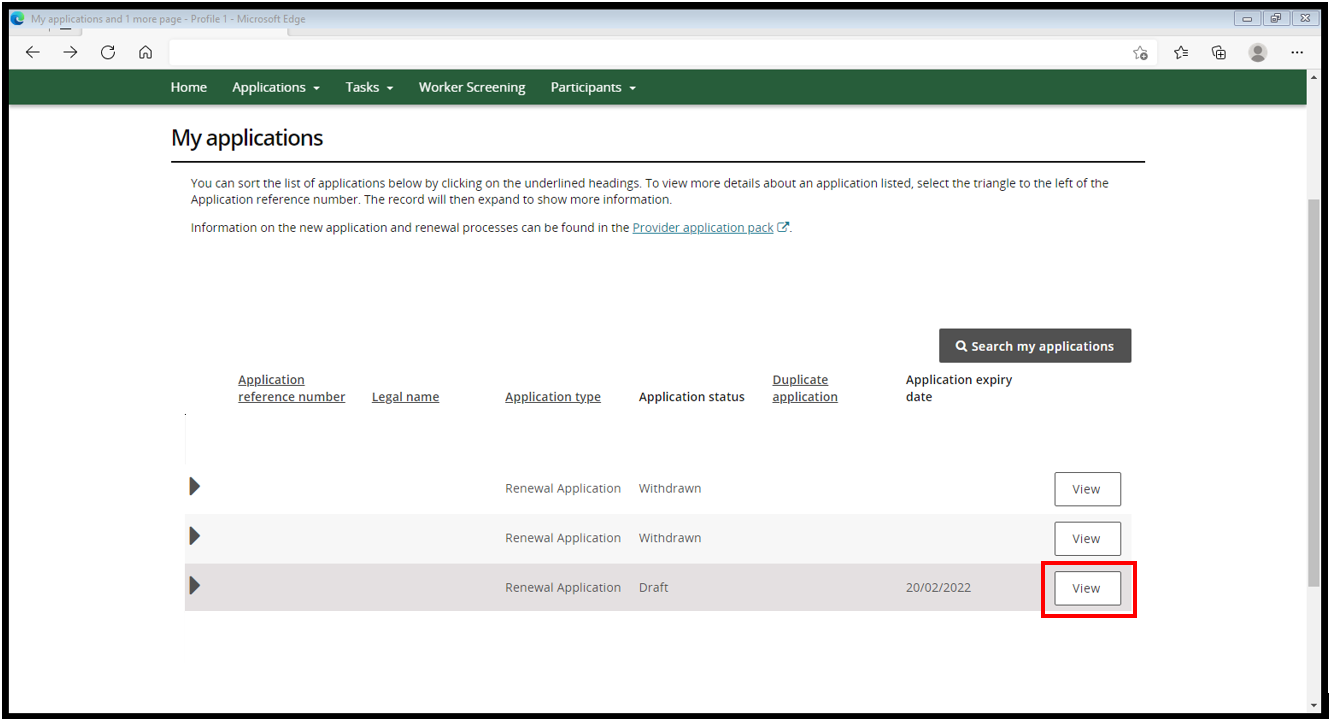


## Renewal applications

1. **In the ‘NDIS Commission Portal’, select the ‘My applications’ box.**

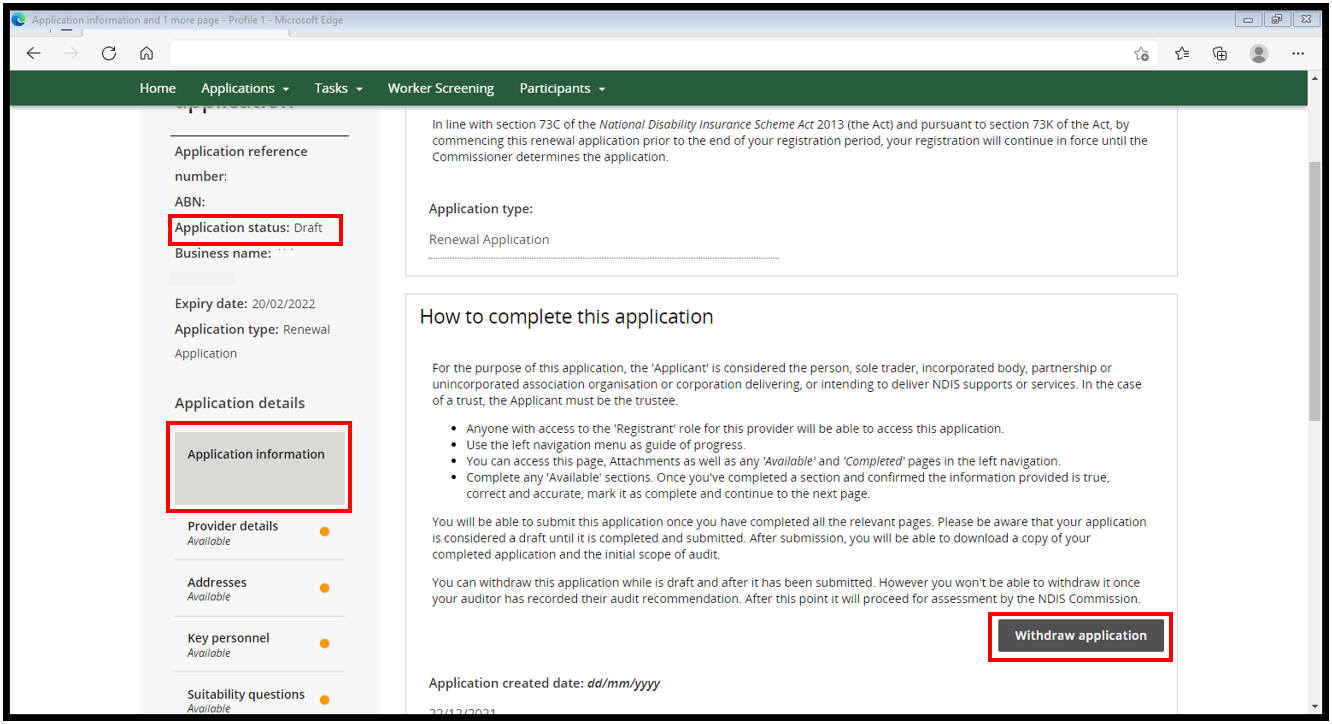


1. To view your renewal application select the ‘**View’** button.

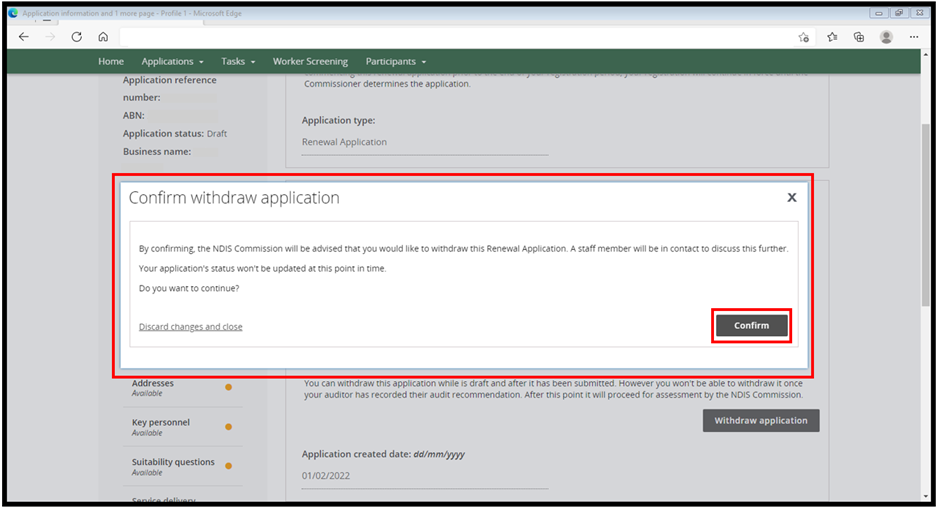


1. For a renewal application, with an application status of ‘**Draft’**, you will see the ‘**Withdraw application’** button in the ‘**Application information’** tab. Select the ‘**Withdraw application’** button if you no longer wish to continue with your renewal application.

*Draft view*

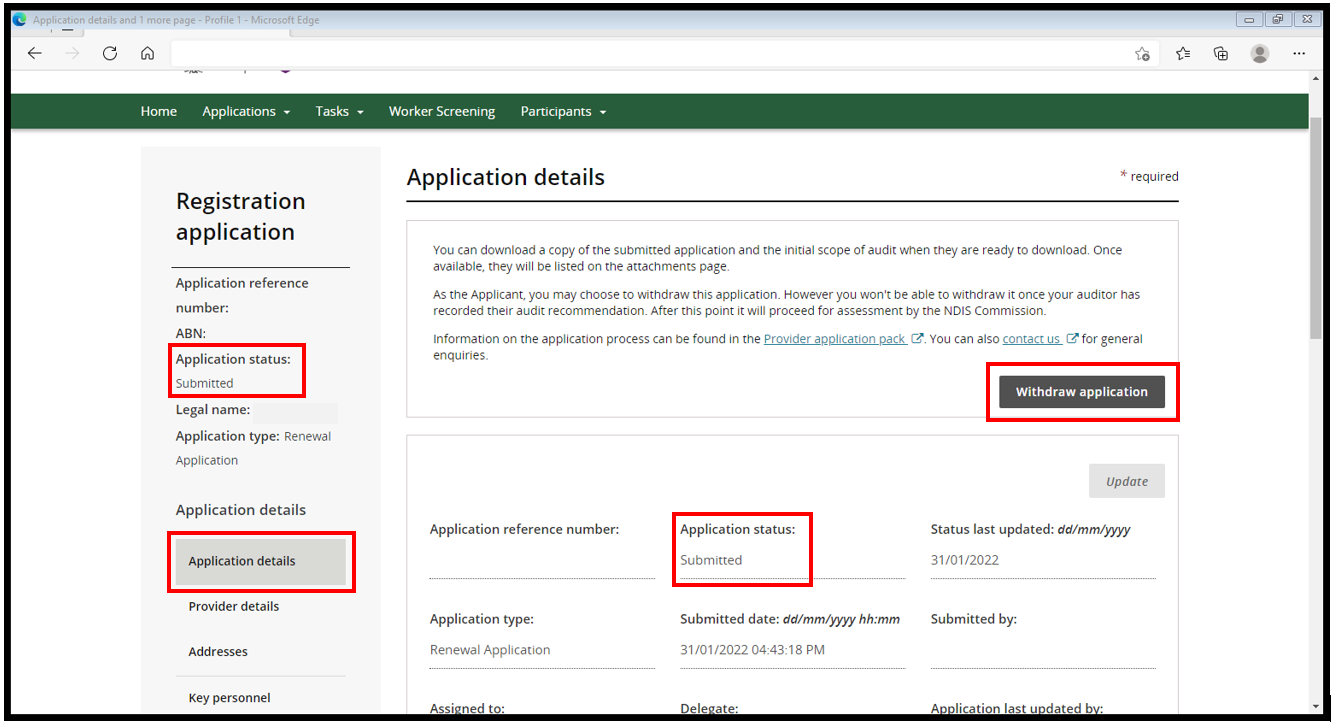


1. A ‘**Confirm withdraw application’** box will appear. Read the text and select the ‘**Confirm’** button to continue with the withdrawal. Once confirmed the Commission will make contact with you before withdrawing your application. **The application status will not change** **at this time.**

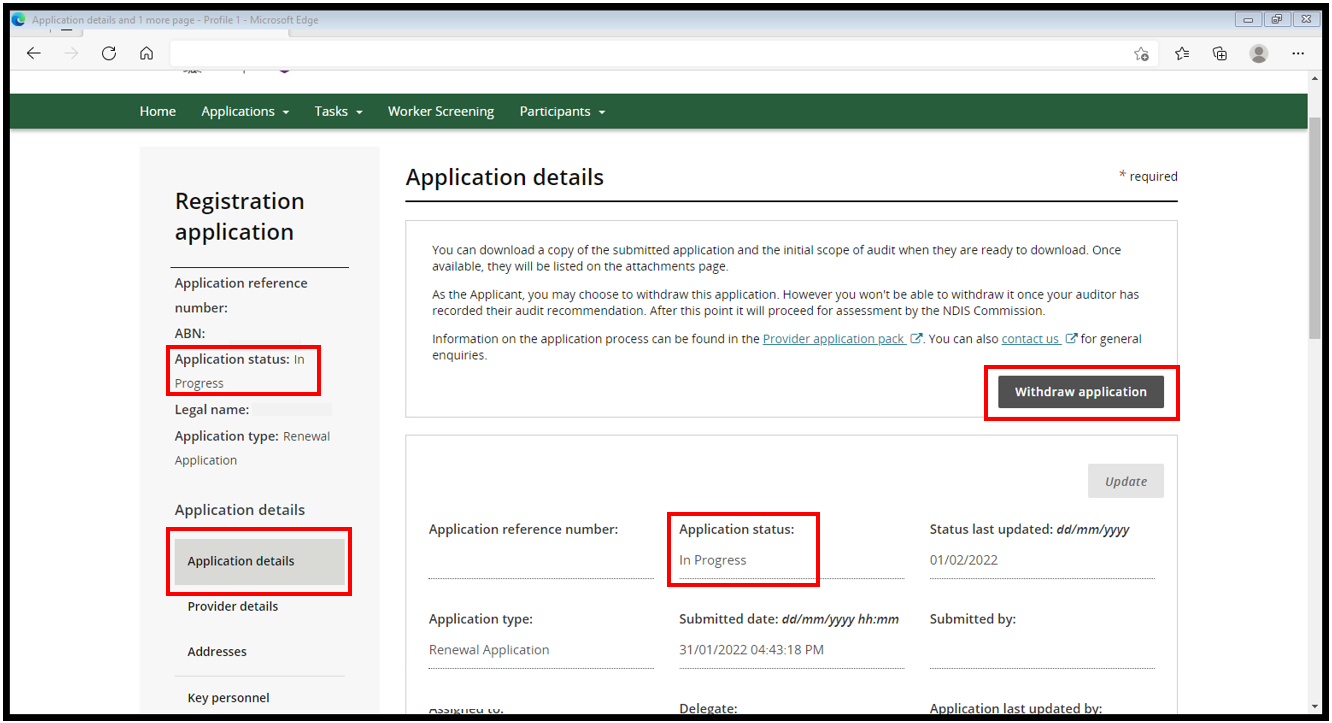


1. For a renewal application, with an application status of ‘**Submitted or In Progress’**, you will a see the ‘**Withdraw application’** button on the first screen after you view the application in the ‘**Application details’** tab. Select the ‘**Withdraw application’** button if you no longer wish to continue with your Renewal application.

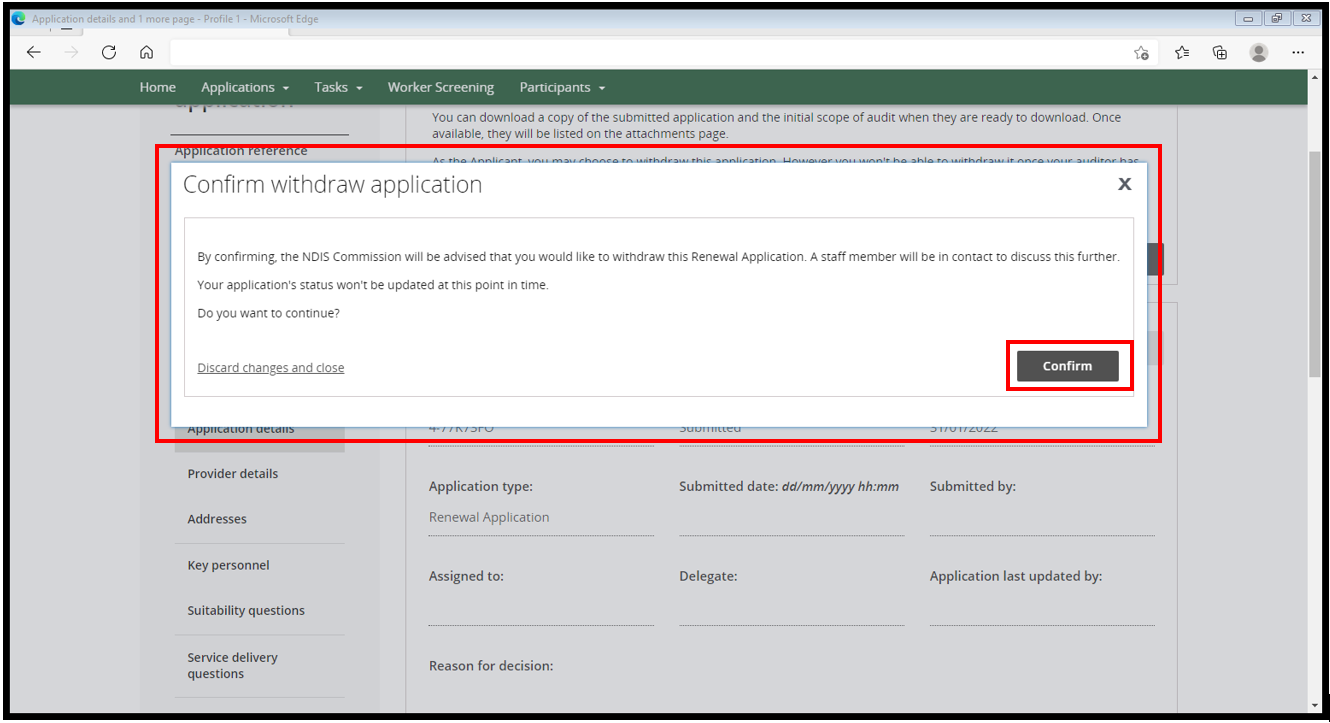
*Submitted view*



*In Progress view*



1. A ‘**Confirm withdraw application’** box will appear. Read the text and select the ‘**Confirm’** button to continue with the withdrawal. Once confirmed the Commission will make contact with you before withdrawing your application. **The application status will not change** **at this time.**



End.