

DELETING DOCUMENTS AND GROUPS

1. To correct an error in a document (PDF), log in to E-Submission and locate the group at the bottom of the home screen. Click on the pencil icon to the left of the group name. This will display the document(s) in the group.

2. Select the **Edit** function by clicking the pencil icon associated with the document that needs to be deleted.

3. On the next screen, click to select the **Review** tab for the document

4. Next to the **Action** heading, select **Delete**, and then click **Submit** to complete the process.

5. To delete an entire group, a user must first delete all of the documents in the group using the steps above.

6. Once all of the documents are deleted, click the pencil icon associated with the group that needs to be deleted. Select the **Group** tab, and click **Delete Group**.