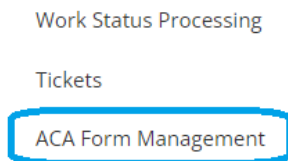


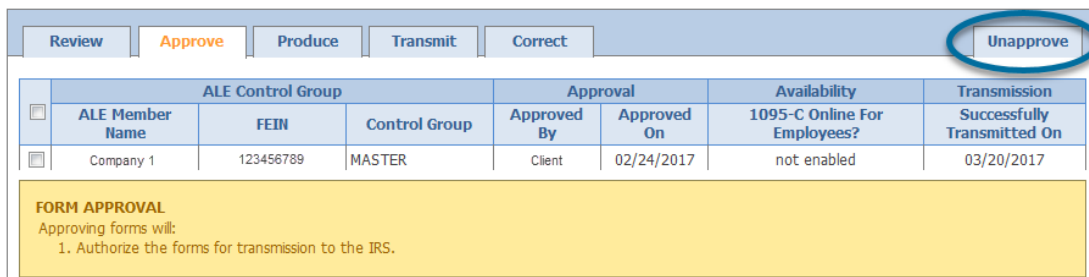
How to Unapprove ACA Forms

Below are instructions on how to remove the approval from ALL forms under specific FEINs. **Please DO NOT conduct this unless instructed by your Marsh MMA team to do so.**

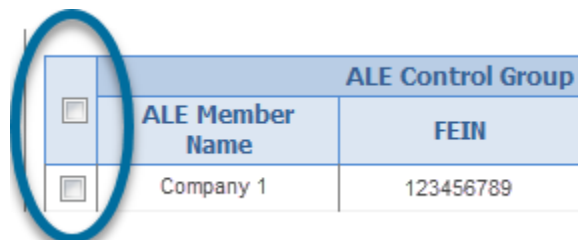
Select **Data & Tools**, then **ACA Form Management** on the top toolbar of the Main Page of PlanSource



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



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



Click on **Unapprove Selected FEINs**

