

Job Aid ChaseLoanManager - Canceling Loans

Introduction Complete the steps below to cancel a loan in ChaseLoanManager:

Open Loan

Step	Action
1	Select the Existing Loans tab or button from the ChaseLoanManager home page.
2	Select the (+) to Expand to Search Loan(s) .
3	Select your Search Criteria from the drop-down menu.
4	Complete the additional search fields and select Search .
5	Your search results appear at the bottom of the screen. Open the desired loan by selecting Register/Lock from the Actions drop-down menu.
6	Click the Cancel Loan link under Actions from the Quick Links menu on the left (the user is prompted to print the confirmation which displays the cancellation date). Note: A loan cannot be canceled if the: <ul style="list-style-type: none"> • loan is in a wire status • credit or closing package has been received at Chase • loan has been previously canceled

Cancel Loan

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