



## Reject a Deposit

To reject a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



### Application Tip

You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page appears.
4. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* appears.
5. Enter **Comments** for the reason why you are rejecting the deposit.
6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* appears.
7. If the information is correct, click **Submit**. Click **Edit** if you need to modify the comment and return to Step 5. A *Confirmation* page appears stating that the deposit has been rejected.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.