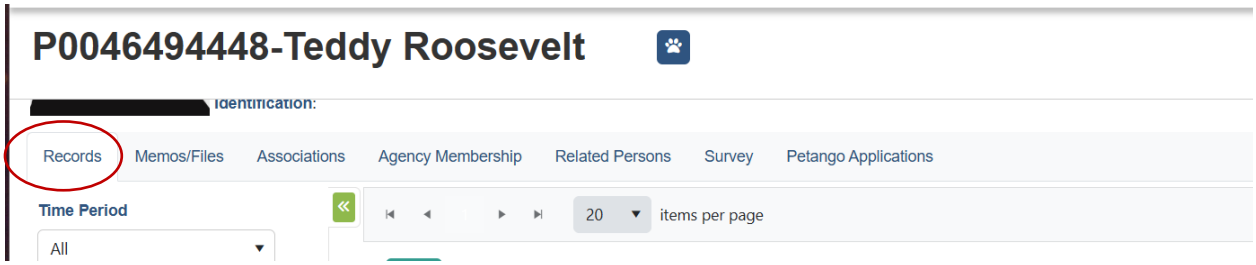
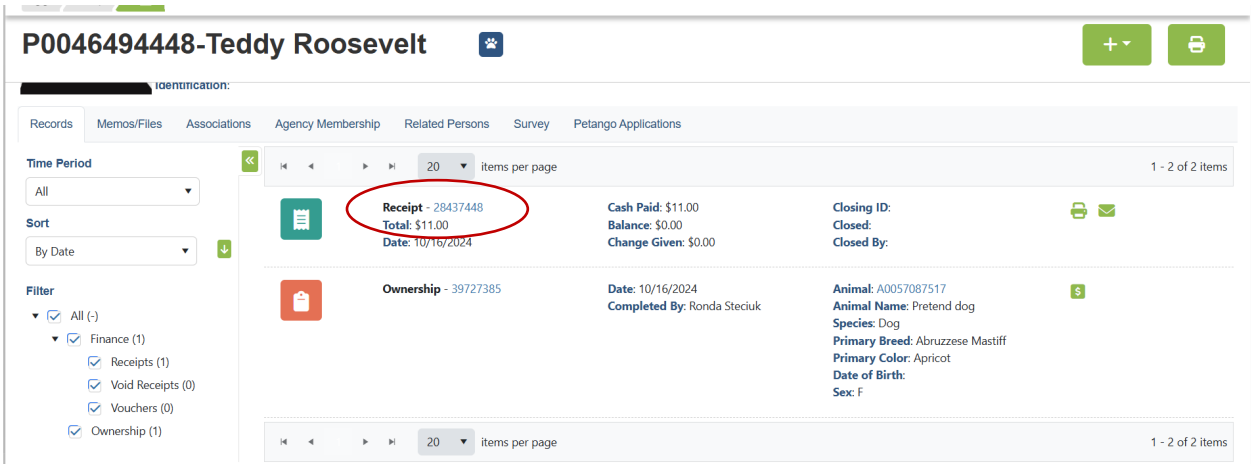
VOIDING A RECEIPT- updated 11/1/26

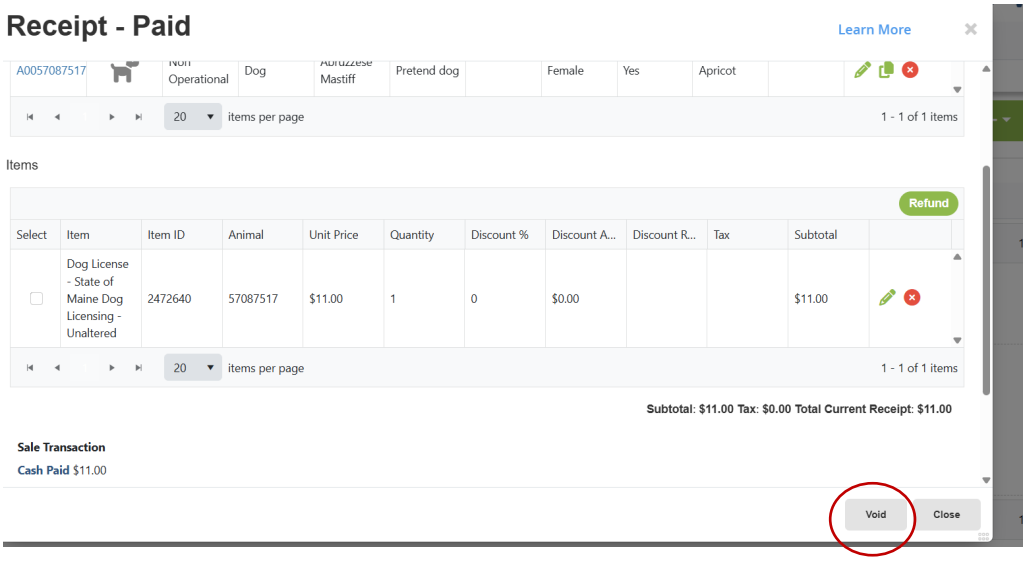
1. Find your person profile.
2. Go to the records tab (for many this is the default tab on the person's profile page)



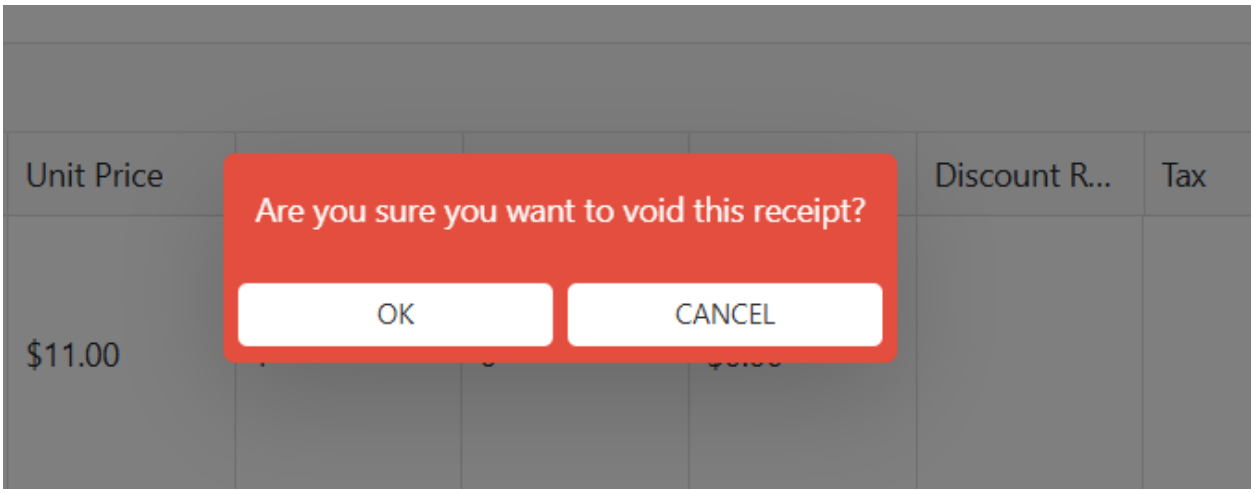
3. Click on the blue receipt number of the receipt you need to void.



4. Scroll to the bottom of the pop up and click on the VOID button in the bottom right corner. If you don't have the void button, email doglicensing.awp@maine.gov to request that your permissions be updated.



5. You will be asked if you are sure you want to void the receipt, click OK if you are sure!



6. The profile will then show the voided receipt.

