# Withdraw Routing Form from Workflow for Editing and Resubmission

You can withdraw a routing form from Workflow to edit it and resubmit. The form will need to go through the entire routing process again. To withdraw a form and edit it:

1. Click on the *Withdraw From Workflow & Edit Form* button in the upper right corner of the routing form.



1. Give a reason for the withdraw. Explain what and why you are making edits. The text will be displayed to approvers when the form is resubmitted. Then click the *Yes* button to withdraw the routing form and edit it in draft.

 

1. Once edits are completed. Click the *Save & Submit to Workflow* button in the upper right corner of the form.

