PLASP's Cancellation Process

Step 1: Log in to your profile at www.plasp.com

- Once you log in, you will be taken to your homepage, which should look like this:
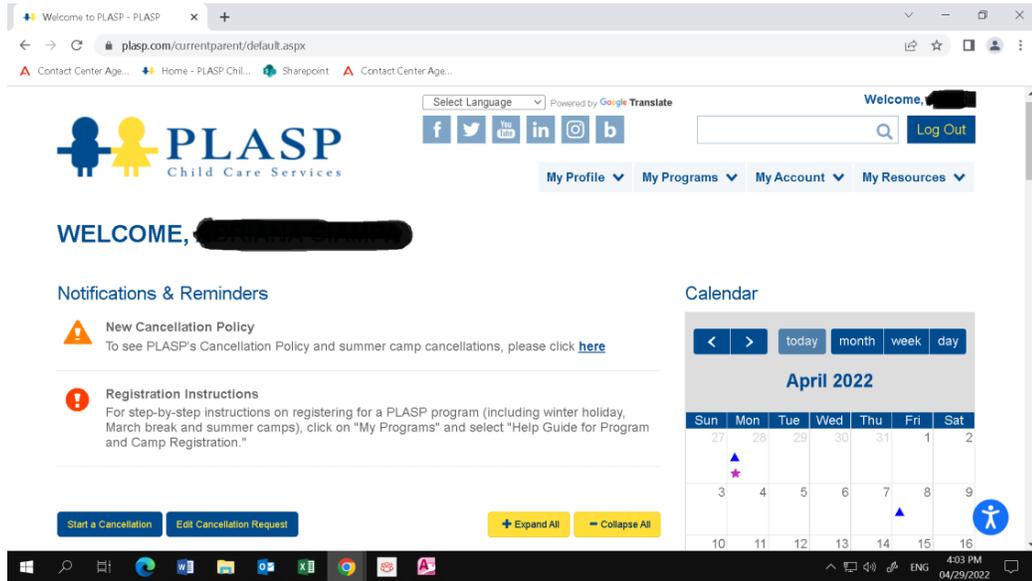
Step 2: Click on the "Start a Cancellation" button located on the homepage, as indicated below:
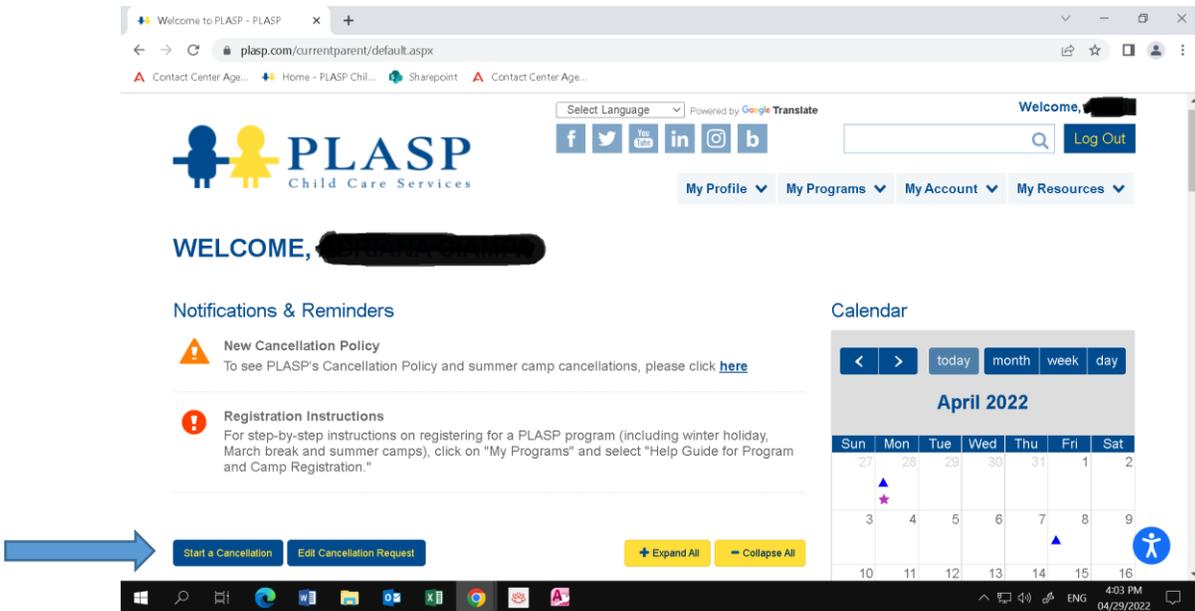
Step 3: When you click on the "Start a Cancellation" button, the following screen will pop-up.
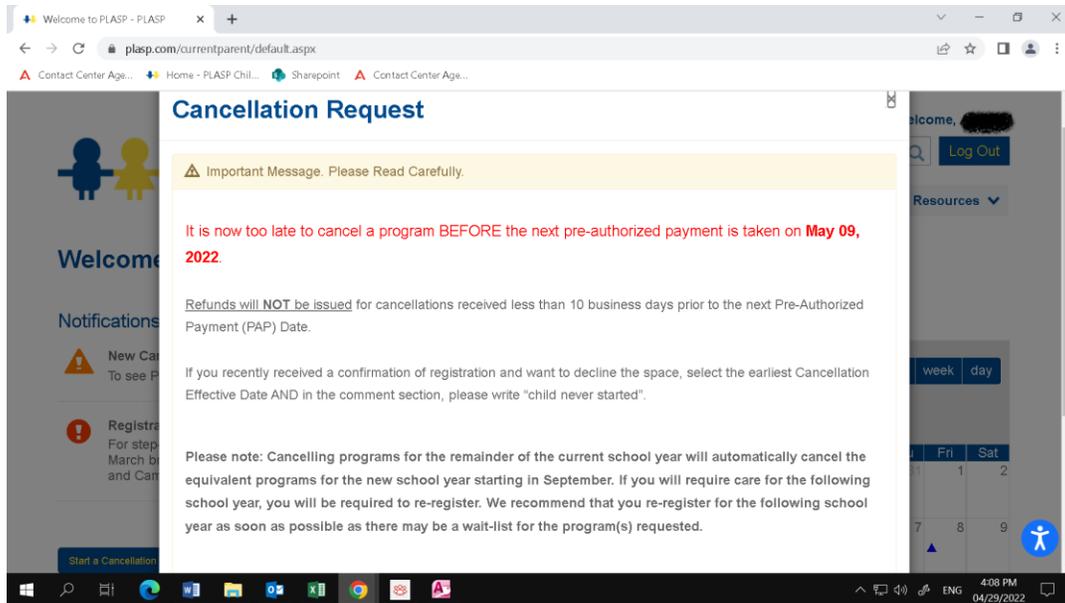
- Scroll down all the way on the pop-up screen
- Select the name of the child you would like to put in a cancellation request for by clicking on drop down menu, as indicated below.
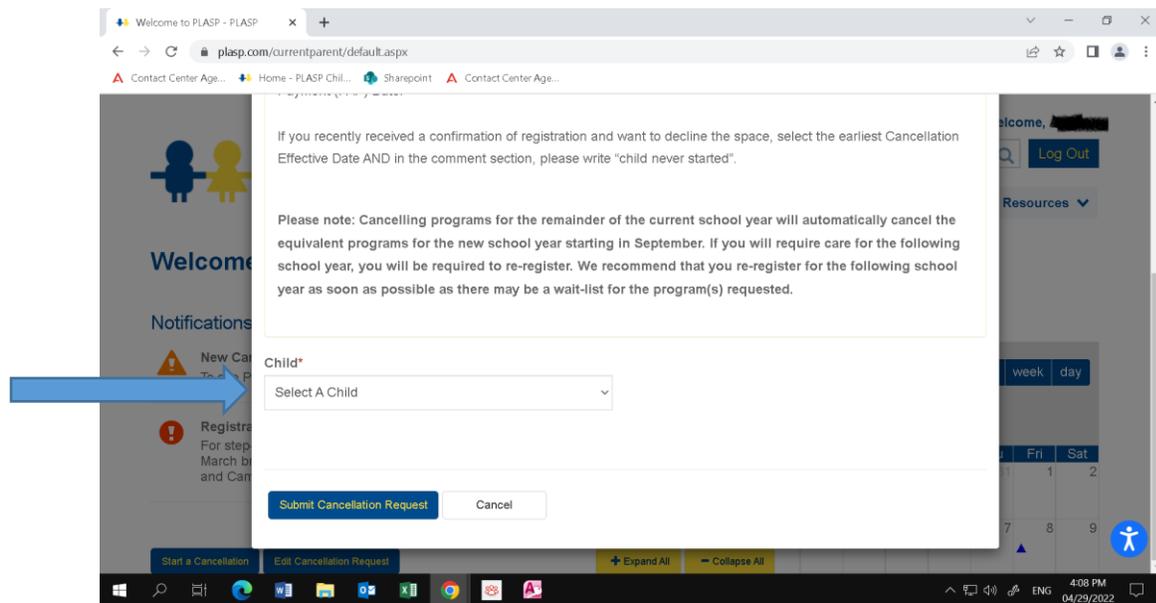
Step 4: Select the program you would like to cancel.

- Select the program (as indicated by the arrow below)
- Select the reason for cancellation
- Click on the calendar icon to choose your desired effective date (as indicated by the star below)
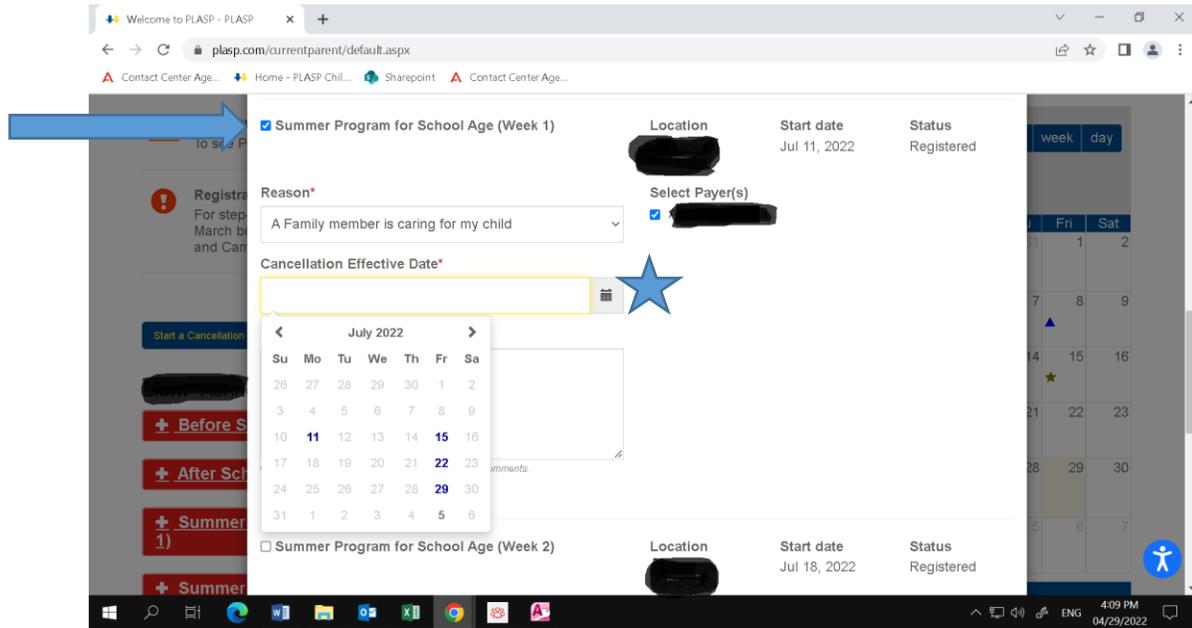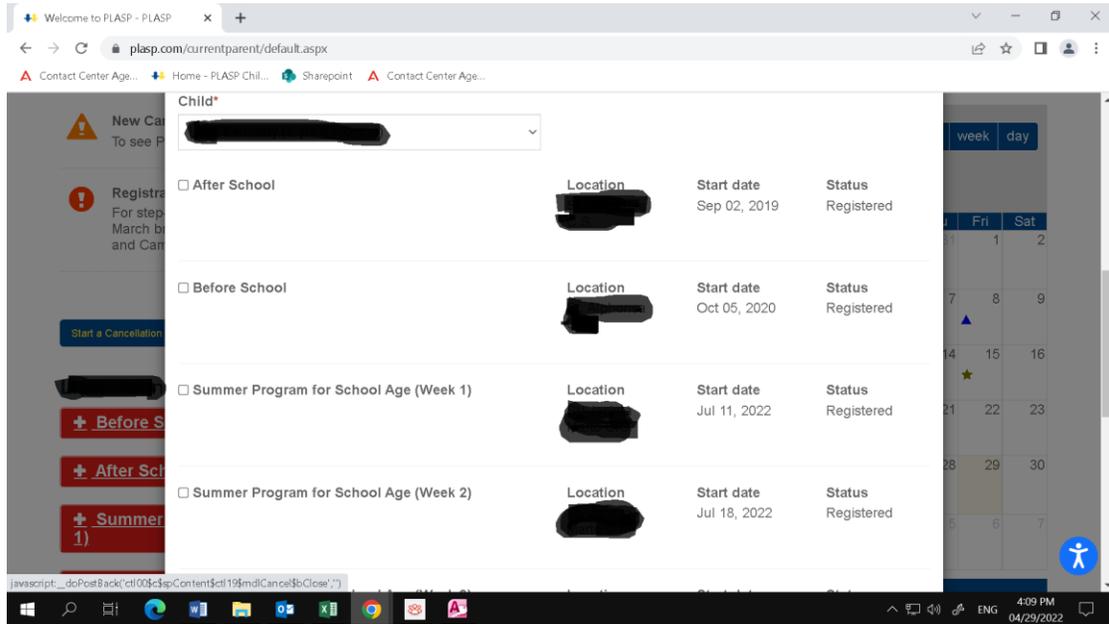
Step 5: Once you have chosen the date, please click on the "Submit Cancellation Request" button to complete the cancellation, as indicated below.