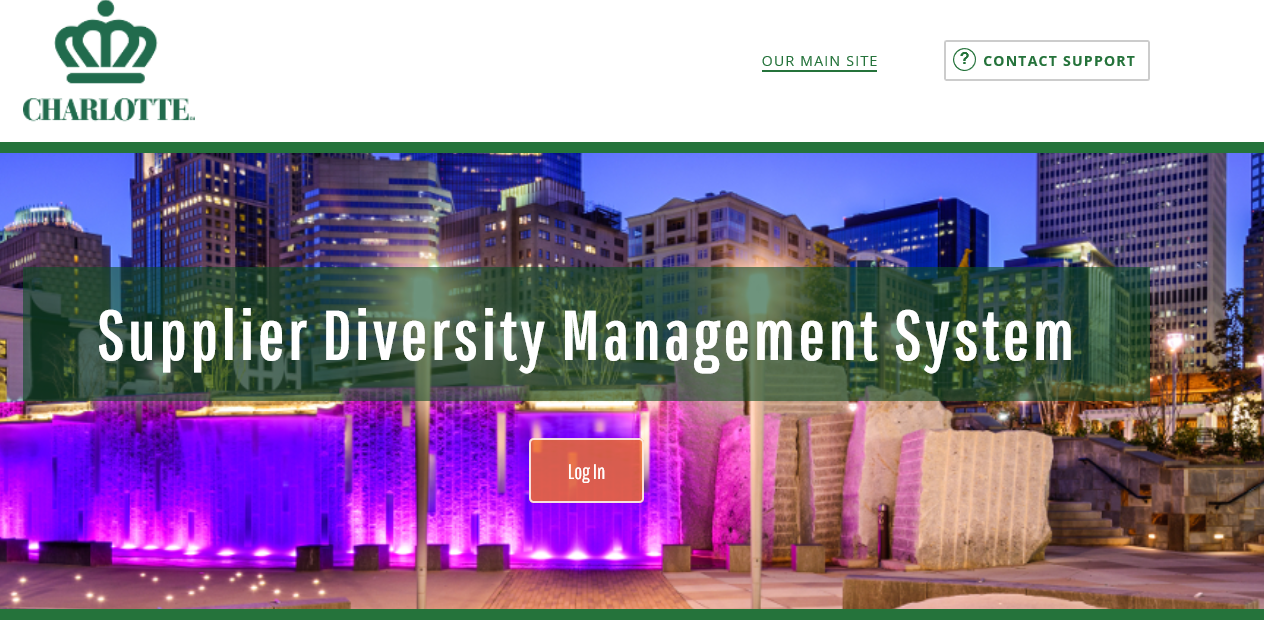
**How to Clear Rejected Contracts**

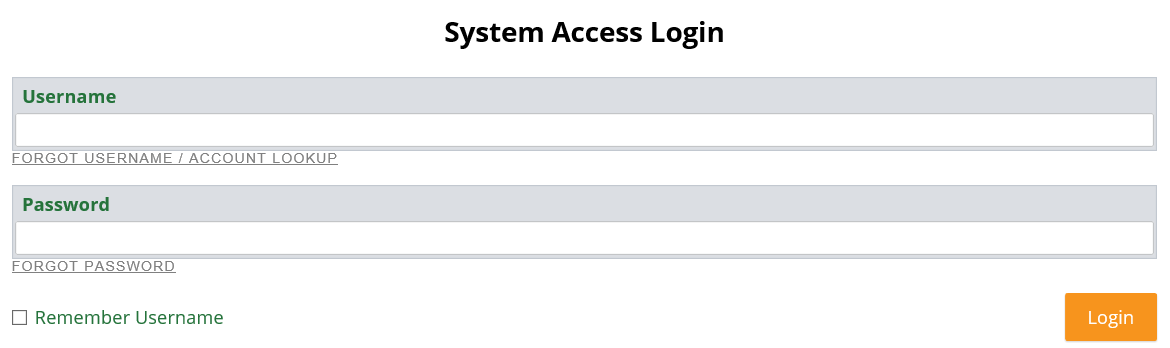
1. Double click on B2GNow or type in the B2GNow link



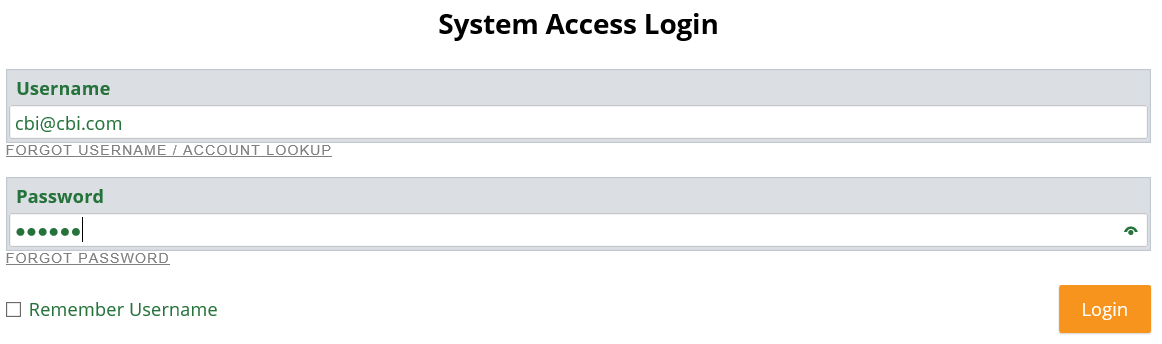
1. Click “Login



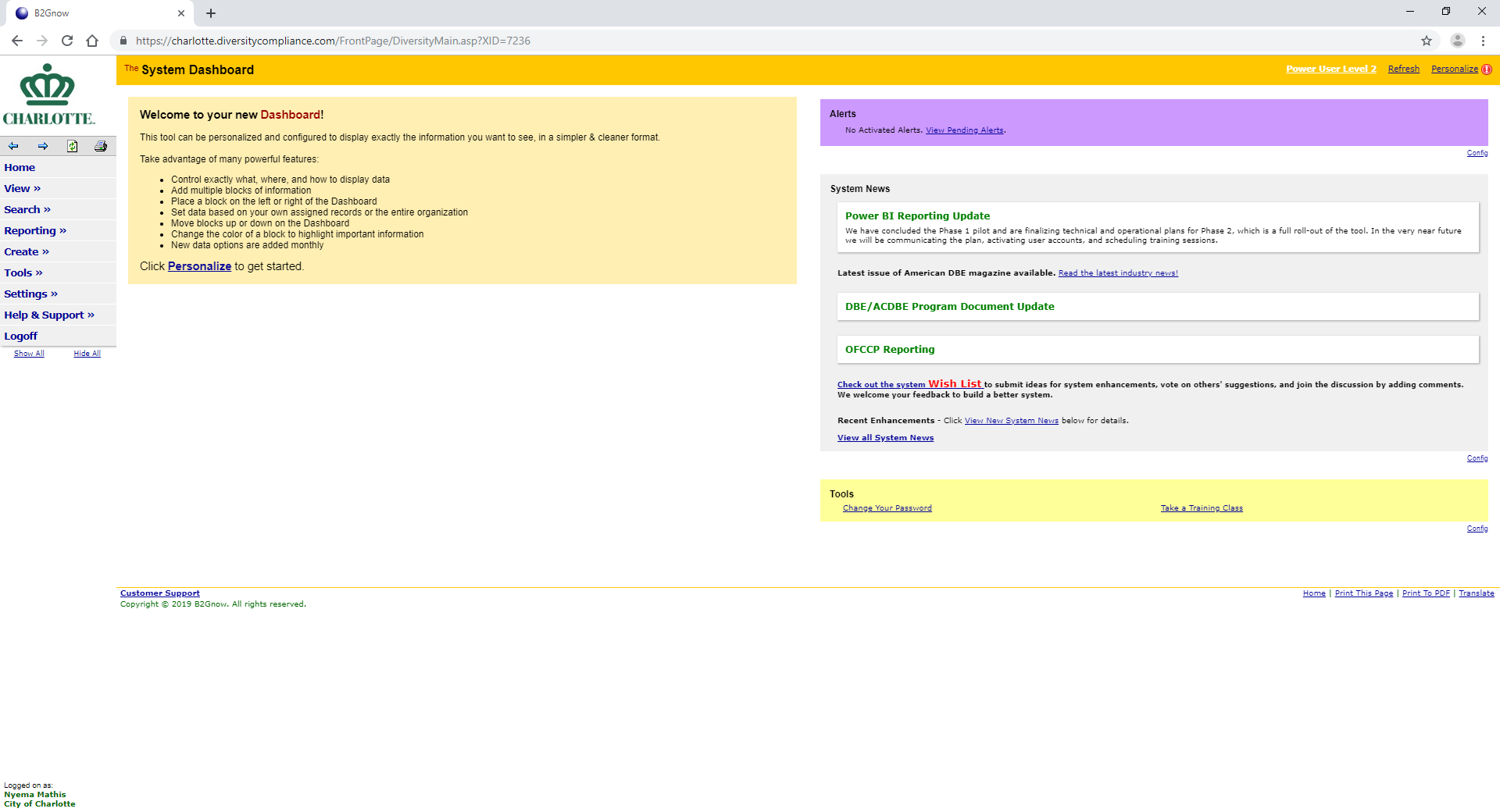
1. Type in your login credentials



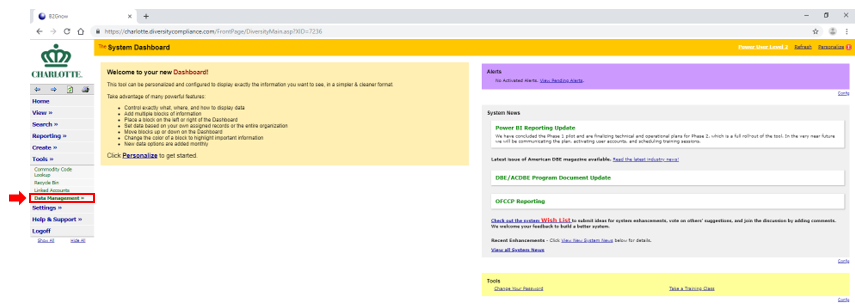
1. Click “Login”



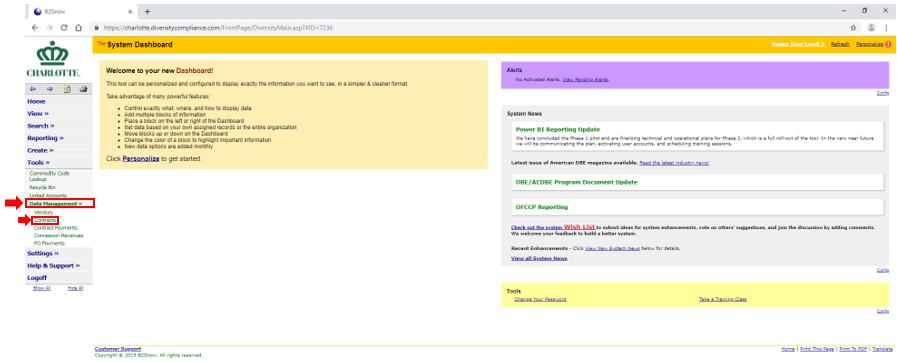
1. Click “Tools”



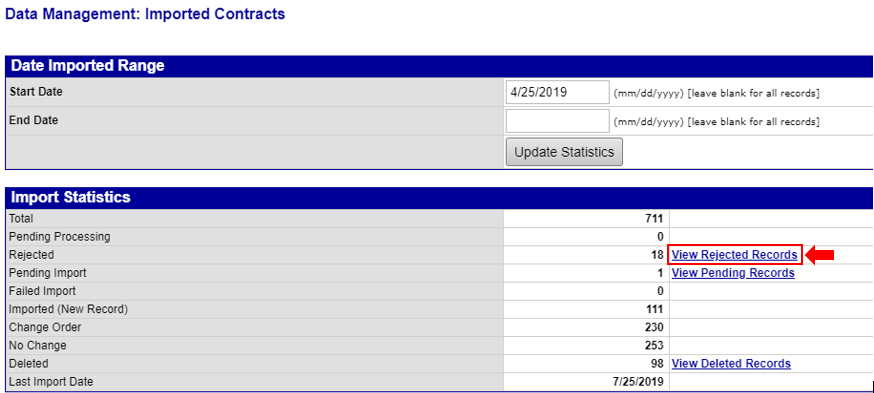
1. Click “Data Management”



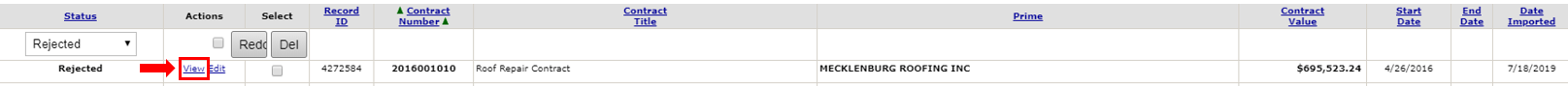
1. Click “Contracts”



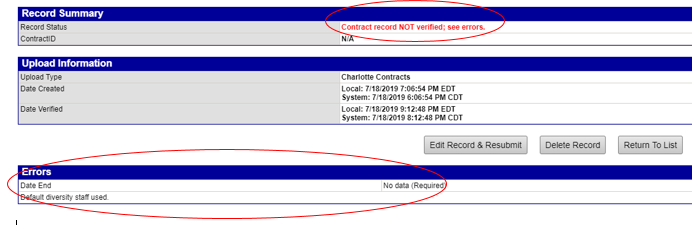
1. Click “View Rejected Records”



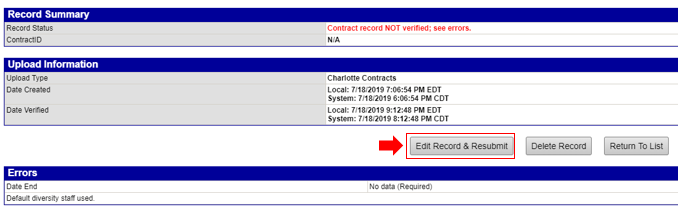
1. Click “View”



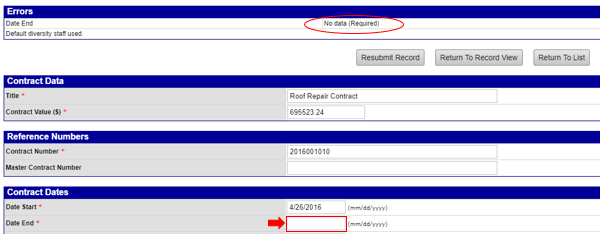
1. Review Record Status and Errors to determine what information is needed to the record



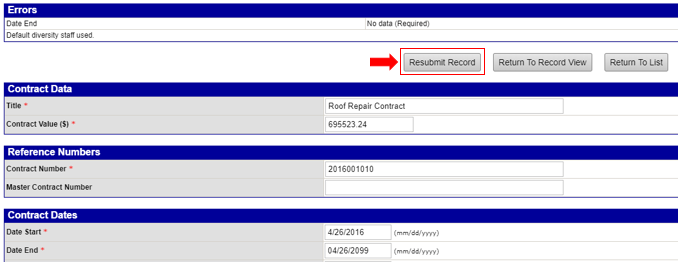
1. Click “Edit Record & Resubmit”



1. Correct the error listed in the error section



1. Input required data and click “Resubmit Record”



1. Click “OK”

