How to Cancel Loan
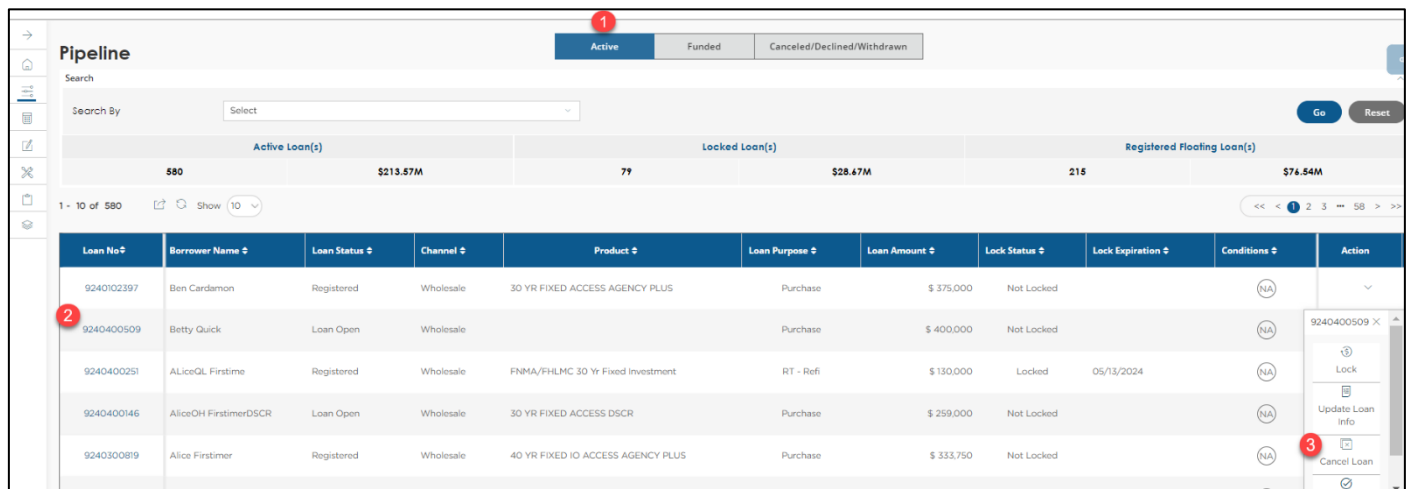
Broker and Correspondent Job Aid | SPARC 2.0

Objective: This cheat sheet was designed to assist brokers in canceling loans that are in a Loan Open status.

Step 1: Login to SPARC: https://sparc.archome.com/
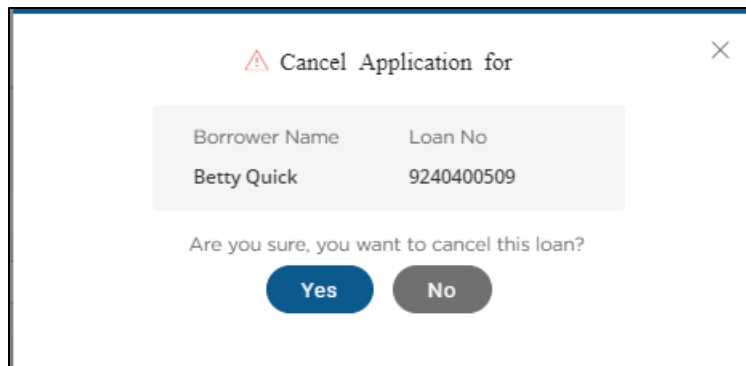
Step 2: Find your loan in the **"Active"** Pipeline

Step 3: Expand the **"Action"** tab

Step 4: Click **"Cancel Loan"**

Step 5: Click "Yes" to cancel this loan

This loan can now be found in your "Canceled/Declined/Withdrawn" Pipeline