

Reject a Pending Application

Before an organization can be approved as a carrier, they must first [submit an application for review](#).

Select An Application To View

Go to the [Carrier Applications List page](#) and select an application to view by clicking on the binocular icon.

Carrier Profile

Asgard Web Solutions Status
Pending Review

Tax Information

W9 Form [View W9](#)

Business Certificates

Insurance [Insurance Certificate](#)
Authorization [Authorization Certificate](#)

Extra Information

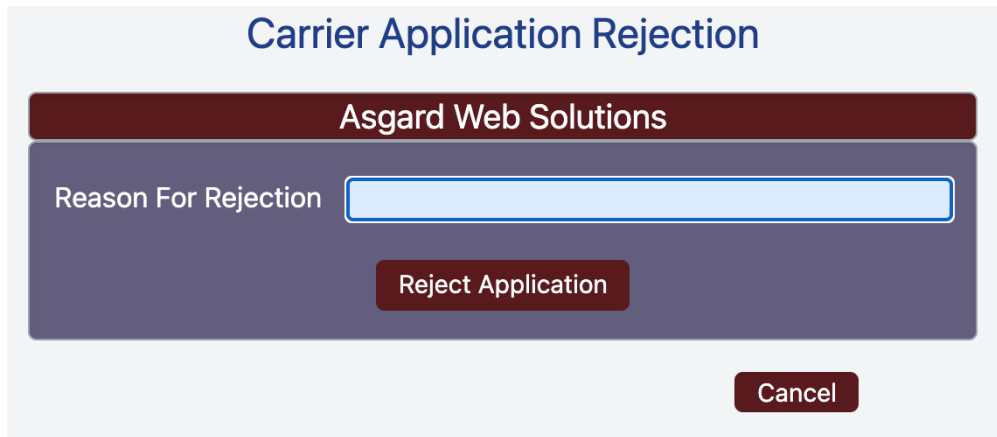
Business Description [Edit Information](#)

Approve Application

[Approve Application](#) [Reject Application](#)

Use the buttons to view the different pieces of information for this application, and then click the **Reject Application** button.

Confirm The Rejection

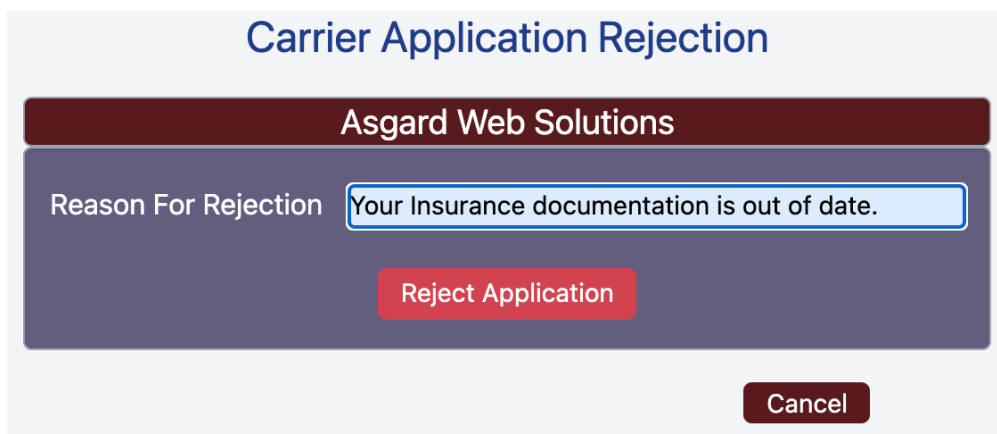


The image shows a dialog box titled "Carrier Application Rejection" for "Asgard Web Solutions". It features a dark blue header with the company name. Below the header is a dark grey area containing a text input field labeled "Reason For Rejection" which is currently empty. Below the input field is a red button labeled "Reject Application". At the bottom right of the dialog is a dark blue button labeled "Cancel".

Fill in the **Reason for Rejection** and click the **Reject Application** button to finalize the rejection for this application, or click **Cancel** to return to the previous screen.

Reason for Rejection

Before you can reject the application, you must give a reason for the rejection. This will provide feedback to the organization so they can know why their application was rejected so they can fix it and resubmit.



The image shows the same "Carrier Application Rejection" dialog box for "Asgard Web Solutions". In this version, the "Reason For Rejection" text input field is filled with the text "Your Insurance documentation is out of date." The "Reject Application" button is now highlighted in red, indicating it is the active or selected option. The "Cancel" button remains at the bottom right.

The Reason for Rejection will show up on the organization's Carrier Profile so they can see the response and react to it.

Carrier Profile

Asgard Web Solutions Status

Rejected

Rejection Reason Your Insurance documentation is out of date.

Reset Application Status

[Reset Status](#)

Tax Information

W9 Form



[View W9](#)

Business Certificates

Insurance



[Insurance Certificate](#)

Authorization



[Authorization Certificate](#)

Extra Information

Business Description



[Edit Information](#)

After they update their information the organization can reset the application status and resubmit.

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