

How do I amend or withdraw a claim online?

Note: Claims can only be amended or withdrawn using the original logon under which it was registered.

To amend or withdraw a claim you must first [logon](#) using your registered username and password.

Once you are logged on you will need to conduct a search to find the estate in which you have registered a claim. Select [Search Insolvency Register](#) to search for bankruptcies and no asset procedures and select [Search Summary Instalment Order \(SIO\) register](#) to search current SIOs.

First select the name of the correct estate to view the insolvency details page and then select the red **List claims** button near the top of your screen. A list of claims you have registered against this estate will then be displayed. Select the claim you wish to amend or withdraw.

You are now able to amend the details of your existing claim by making changes to the appropriate field(s). Ensure you select the red **save** button located near the top of the screen to save your amendments.

If you wish to withdraw the claim completely select the red **withdraw** button near the top of the screen, enter the **reason for withdrawal** in the box that appears and select the **submit** button.

How do I find my list of current claims?

To find a full list of current claims you have registered in estates you will first be required to logon. Once you are logged on, select the red **Online Services** tab then select **List Claims**. You can obtain a full list of all of your claims or filter your search by choosing the claim type or creation date.