

## Un-submitting, Un-certifying, and Deleting OLDC Reports

Grantees have the ability to un-submit, un-certify, or delete their FFR and PPR reports in the OLDC. The EAC Grants team nor the GrantSolutions help desk are needed for this function. Below are the various steps for each level of walking back submissions.

1. Navigate to the OLDC and select the menus for the report you would like to walk back. To engage the un-submit feature, click on the “Report Status” icon.

On-Line Data Collection

Name: Jane Smith  
Last Login: 01/30/2023 11:23:17 PM

Help / FAQ  
End OLDC

OLDC Home Form Selection

### Form Selection

Program Name: Election Security

Grantee Name: State Board of Elections - No. 00

Report Name: Federal Financial Report (EAC FFR SF-425)

Funding / Grant Period: 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC)

Show 15 entries Search:

Reporting Period	Type	Report Status	Due Date	Actions
04/01/2023 - 06/30/2023	Quarterly		07/30/2023	+
01/01/2023 - 03/31/2023	Quarterly		04/30/2023	+ ↓
10/01/2022 - 12/31/2022	Quarterly	Submitted	01/30/2023	✎ 🖨️ 👁️

2. In the report status screen, click on ‘Unsubmit Report.’ Please Note: migrated reports from 2021 and earlier may not have this function.

Report Form Status

Program Name: Election Security  
Grantee Name: State Board of Elections - No. 00  
Report Name: Federal Financial Report  
Funding/Grant Period: 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC)  
Report Period: 10/01/2022 - 12/31/2022

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	02/01/2023	<a href="#">Unsubmit Report</a>	HTML Print Form <input type="button" value="Go"/>

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Load Status	Uploaded By
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Report Status History

Show 10 entries Search:

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
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3. On the next screen, click the 'Edit Original' button

Report Form Status

[Program Name:](#) Election Security  
[Grantee Name:](#) [redacted] State Board of Elections - No. 00  
[Report Name:](#) Federal Financial Report  
[Funding/Grant Period:](#) 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC22 [redacted])  
[Report Period:](#) 10/01/2022 - 12/31/2022

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">Edit Original</a>	Certified	02/01/2023	<a href="#">Submit Report</a>	HTML Print Form <input type="button" value="Go"/>

Show  entries

Report Status History

Search:

4. You will not be redirected to the report. To further edit the report click 'UnCertify.' You can now edit, certify, and submit the report.

Home Form Selection Report Report Form Status

[Program Name:](#) Election Security  
[Grantee Name:](#) [redacted] State Board of Elections - No. 00  
[Report Name:](#) Federal Financial Report  
[Funding/Grant Period:](#) 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC22 [redacted])  
[Report Period:](#) 10/01/2022 - 12/31/2022  
[Report Status:](#) Certified

Report Progress

Initialized  Edit-Saved  Validated  Certified  Submitted  In Review  C/O Approved

[View Attachments](#) [UnCertify](#) [Submit](#) [Print](#)

U.S. Election Assistance Commission

**FEDERAL FINANCIAL REPORT**  
(EAC [redacted])

OMB Number: 3265-0022  
Expires 04/30/2025

If you find the need to delete a report, please follow the steps on the next page.

To delete a report, follow steps 1-4 mentioned above. Next you will navigate back to the “Form Selection” page in the OLDC. You will once again click on the “Report Status” icon.

### Form Selection

**Program Name:** Election Security

**Grantee Name:** State Board of Elections - No. 00

**Report Name:** Federal Financial Report (EAC FFR SF-425)

**Funding / Grant Period:** 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC22)

Show 15 entries      Search:

Reporting Period	Type	Report Status	Due Date	Actions
04/01/2023 - 06/30/2023	Quarterly		07/30/2023	+
01/01/2023 - 03/31/2023	Quarterly		04/30/2023	+
10/01/2022 - 12/31/2022	Quarterly	Saved -- Validated	01/30/2023	   

Once you are in the report status, by going through steps 1-4, you will now see ‘Delete Report’. You may delete the report and all status for the report will be cleared from the OLDC.

#### report form status

[Program Name:](#) Election Security  
[Grantee Name:](#) State Board of Elections - No. 00  
[Report Name:](#) Federal Financial Report  
[Funding/Grant Period:](#) 03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC22)  
[Report Period:](#) 10/01/2022 - 12/31/2022

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">Edit Original</a>	Saved -- Validated	02/01/2023	<a href="#">Delete Report</a>	HTML Print Form <input type="button" value="Go"/>

Report Status History