



How Do I Disenroll a Demographic Submitted Online?

For Additional Questions and Answers, visit our [FAQ_section](#)

Step 1: Select the Application

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- Click on **Submit Intake Online**

Step 2: Disenroll a Demographic Submitted Online

From the **Submit Intake Online** welcome page, click **Disenroll a demographic submitted online**.

Step 3: Disenroll a Demographic Submitted Online

A search screen will appear, asking that information be entered to locate the desired member.

Enter in all required fields and click **Search**. Required fields are:

- Last name
- First name
- Date of birth

**CIS Member ID number is optional.*

Step 4: Disenroll a Demographic Submitted Online

To view details of the applicable transmission, click on the Transmission Number link to open the intake from the search results page.

Step 5: Disenroll a Demographic Submitted Online

Tips:

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