



How Do I Close/Disenroll a Demographic?

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

Ensure the correct member is listed and click **Close**.

Step 6: Disenroll a Demographic Submitted Online

Complete all required fields and click **Submit**. User will receive a confirmation that the demographic has been closed and will provide a transaction number for future reference.

Tips:

- Only transactions listed as “Accpeted” are allowed to be closed.