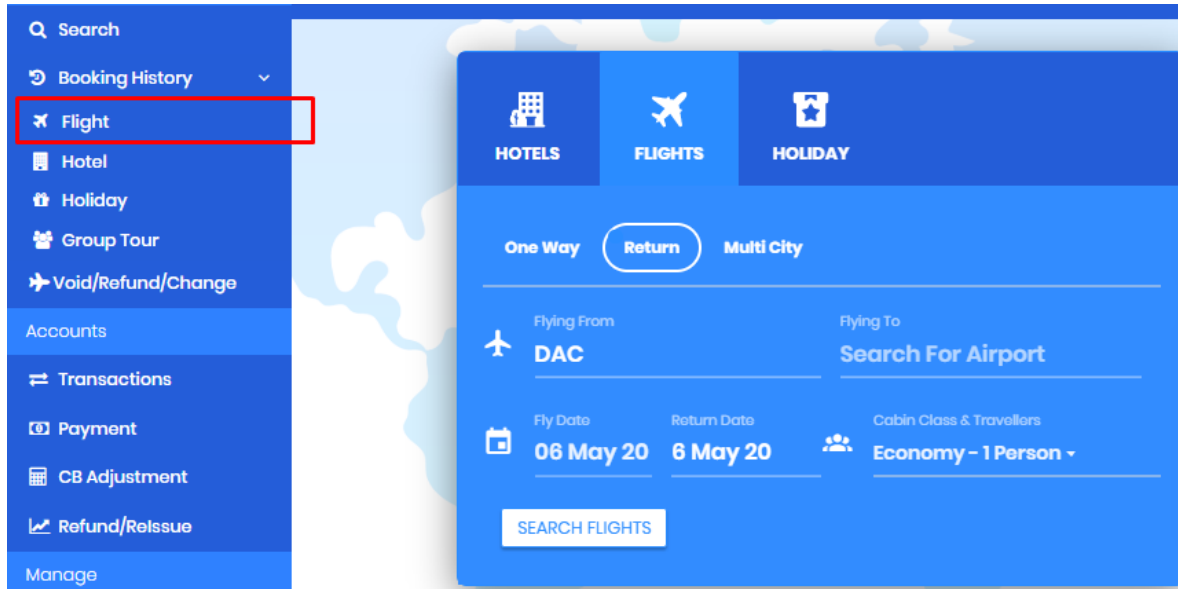**Void Request:**

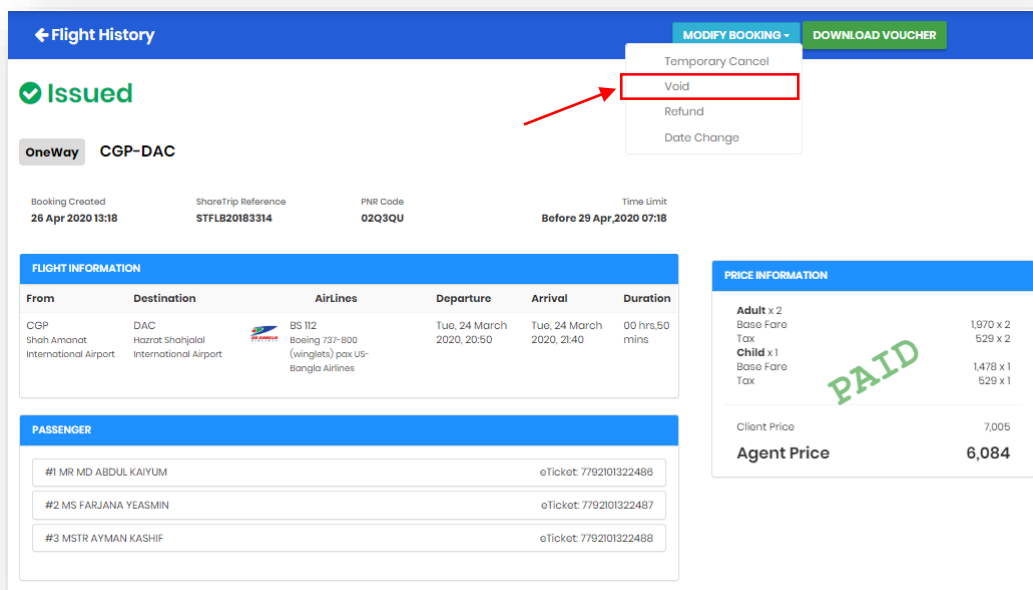**Step 1. From the Booking History section go to "Flight"**

Step 2. Click on "view"

Select the ticket PNR that you want to void and click on "view" from the details section on the right.

Step 3. Select the Void option

Click the "Void" button on the top right from the "Modify Booking" section.

Step 4. Select the Passengers.

Multiple passengers can be selected, but the passengers who have already submitted any other type of modification request will not be available here. You can also view the current flight information along with the void policy.

Step 5. Double check the Information

Before clicking the "Submit Request" button, you need to check the information again on Flight Information, agree void/refund/cancellation policy.

Once you click the "Submit Request ", there is no cancel button provided, which means you **CANNOT** cancel the void request. Be sure to fill these data,

- Select only the passengers for Void request
- Acknowledge that you have read the terms & conditions along with the policy provided.

Step 6. Your Request has been submitted to ShareTrip

Finally, if your request is successfully placed you will be redirected to the request details page where you will get the updates about this request. Please pay attention to the request status as this will indicate the progress of your request.
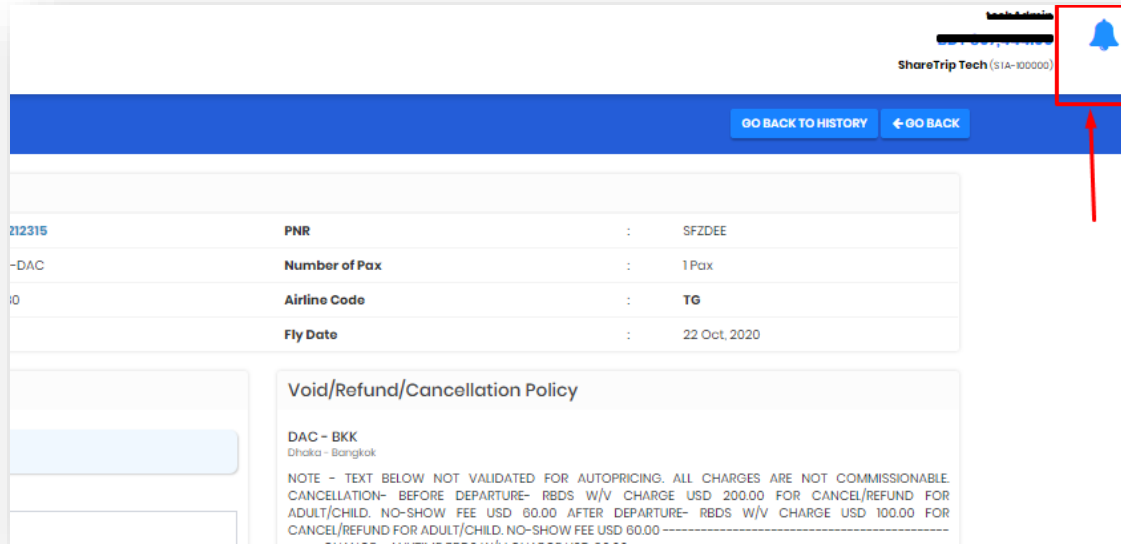
You will also get a notification in the panel top right corner about way forward.