


Unite Education Program v6.1

Job Aid: 5584

Void a Coupon

You can void a coupon by changing the expiration date to a calendar date in the past. Once you void a coupon, the code can no longer be used.

To void a coupon

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the **Waivers/Coupons** tab.
4. On the navigation pane, click **LSAC Fee Coupons**.
5. In the grid, click the coupon code you want to void.
6. In the **Expiration Date** text box, set the expiration date to any date prior to the current date.
7. Click  .