Cancellation Request

This guide outlines how to create a cancellation request for your Ultra.cc service.

If you are eligible for a refund it is not enough to only request a cancellation. You also need to request a refund by submitting a ticket in your Client Area.

- Login to your Client Area account.
- Go to My Products & Services.
- Select the service that you wish to cancel. As an example for this guide, we will choose Sabra ultradocs. pollux. usbx. me .

| Portal Hor | me / Client Area / My Prod | ucts & Servi | ices | | | | |
|-------------------|----------------------------|--------------|---------|----|------------------|------------|------|
| My P | roducts & S | Servio | ces | | | | |
| Showing 1 to | Product/Service | ¢↓ | Pricing | î↓ | Next Due Date | J Status | ţ↑ |
| Sabra ultradoo | cs.pollux.usbx.me | | | | | - 6 | |
| Show 10 🗢 | entries | | | | | Previous 1 | Next |

• Click on Request Cancellation .

Portal Home / Client Area / My Products & Services / Product Details



Ideally, you should only choose Immediate cancellation type if you are eligible for a refund. Otherwise, always default to End of Billing Period type of cancellation.

- Then follow these steps in order:
 - $\circ\,$ Briefly describe your reason for the cancellation.
 - \circ Choose Cancellation Type .
 - Click on Request Cancellation .



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