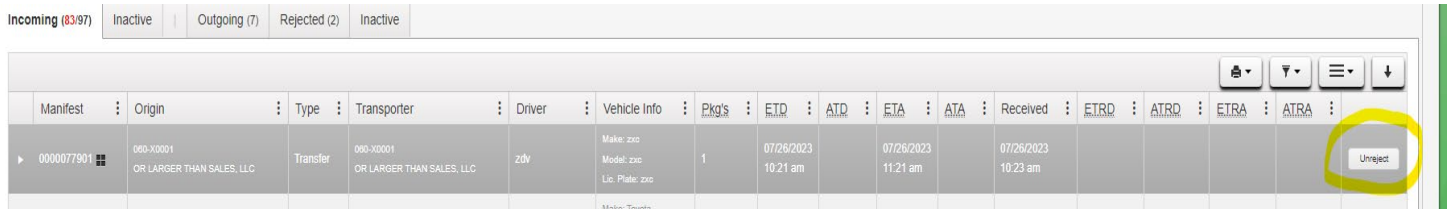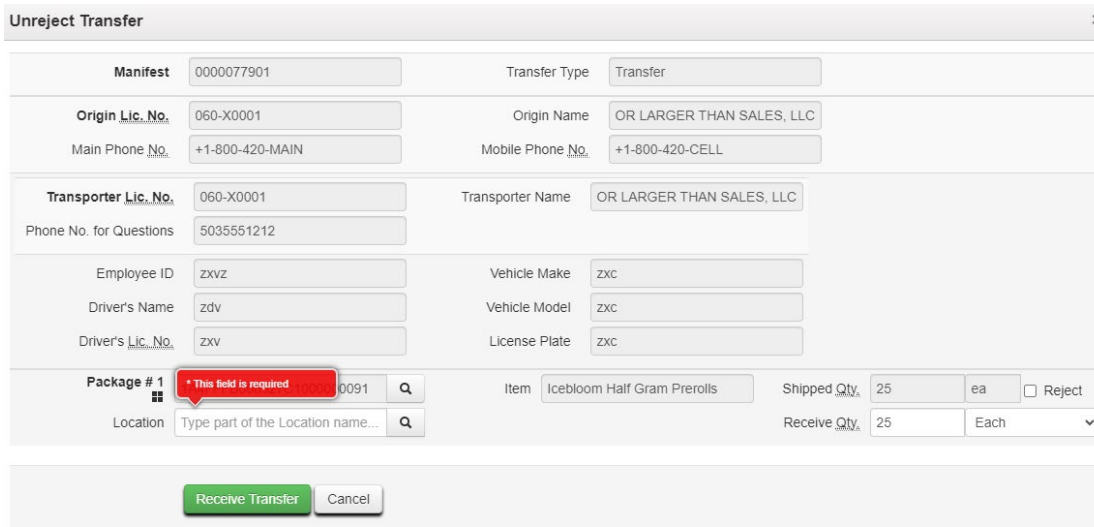**How to Unreject a Transfer in Metrc.**

This process is intended to correct an accidental rejection of specific or all packages on a manifest. *If the originator of the manifest has already received the return in Metrc, you will need to complete the virtual transfer process outlined on the* OLCC Wiki.

1. Once logged into Metrc, navigate to the Transfers Area and select the manifest from the Incoming tab. Then click the ***unreject*** button on the far right side of the screen as shown below.



2. The screen below will open showing all packages on the transfer. In order to receive the manifest, a location must first be selected.
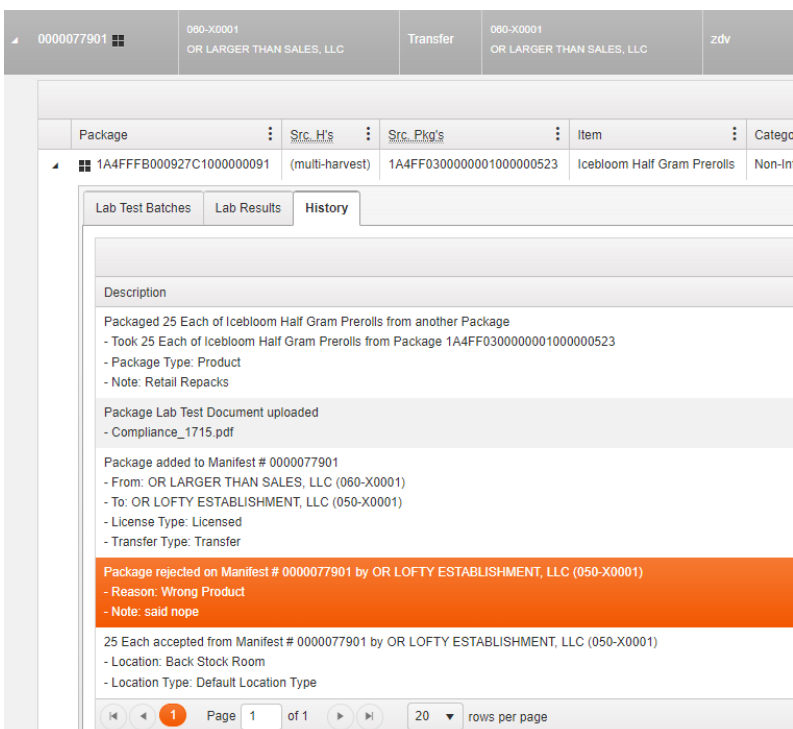


3. Once received, the manifest resolves and moves to the Incoming Inactive tab. Package history will show the activity as follows: