Step 1: Open your account for the disaster you wish to close and click on "Create New Request" on the Summary Page.
Step 2: Once the "Create New Request" is clicked, this window should open listing the various new requests you can make for this account. Click "New Account Closeout."
Step 3: This screen should appear where you will need to fill out the last completion date of your last completed project and include any comments on the account, if necessary.
Step 4: Once the required fields have been entered, click Save and then click Advance. Your Account Closeout has now been submitted and the assigned Public Assistance Coordinator and Grants Specialist will contact you soon.