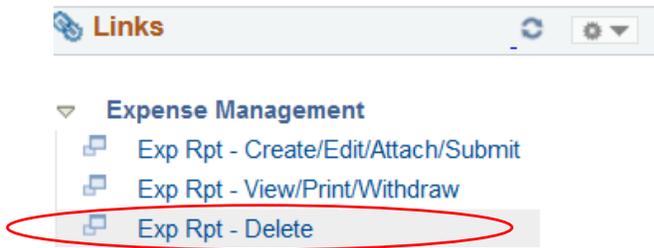Log into FINS

Click on "Exp Rpt – Delete" in the left hand column:

Click on "Search" and all of your pending claims will appear:

You can then choose the claim you would like to delete.