[VIDEO] Un-Submit Center Claims

If a center submits their claim but needs to edit it for some reason, you can unsubmit the claim for that center.

If the center claim has **NOT** been processed, follow the steps below:

1. From the menu to the left, click **Claims**.
2. Select **Un-Submit Center Claims**. The Un-Submit Center Claims page opens.
3. Select the claim month for the claim that needs to be sent back to the center, click **GO.**
4. Check the box next to the center for which to un-submit claims.
5. Click **Unsubmit**. The center can now access and edit their claim again. The center must submit their claim again once they are done making changes.

If the center claim **HAS** already been processed follow the steps below:

1. From the menu to the left, click **Claims**.
2. Select **List Claims**. The View Claims page opens.
3. Set filters for the claims to view:
   a. Select the **All Centers** option or the **Selected Center** option. If you choose **Selected Center**, you must select a center at the top of the page.
   b. If you operate in multiple states, click the **State** drop-down menu and select the state(s) to view. You can also select **All States**.
   c. Click the **Claim** Month drop-down menu and select the claim month to view. You can also select **All Months**.
4. Click **Go**.
5. Click the link in the **Month** column to open the Claim Details page for the claim to un-submit.
6. Click **Delete**.
7. At the confirmation prompt, choose **Claim ONLY** option and then click **Delete**.
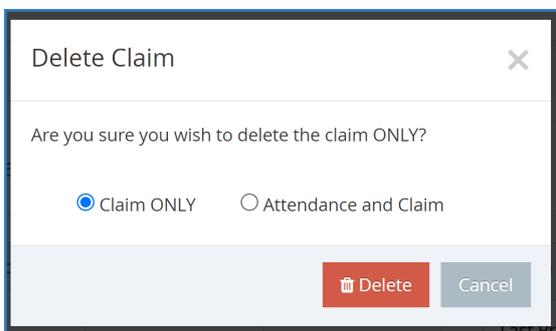
8. Next, click **Tools** from the menu to the left and select **Un-Submit Center Claims**. The Un-submit Center Claims page opens.
9. Check the box next to the center for which to un-submit claims.
10. Click **Unsubmit**. The center can now access and edit their claim again. The center must submit their claim again once they are done making changes.