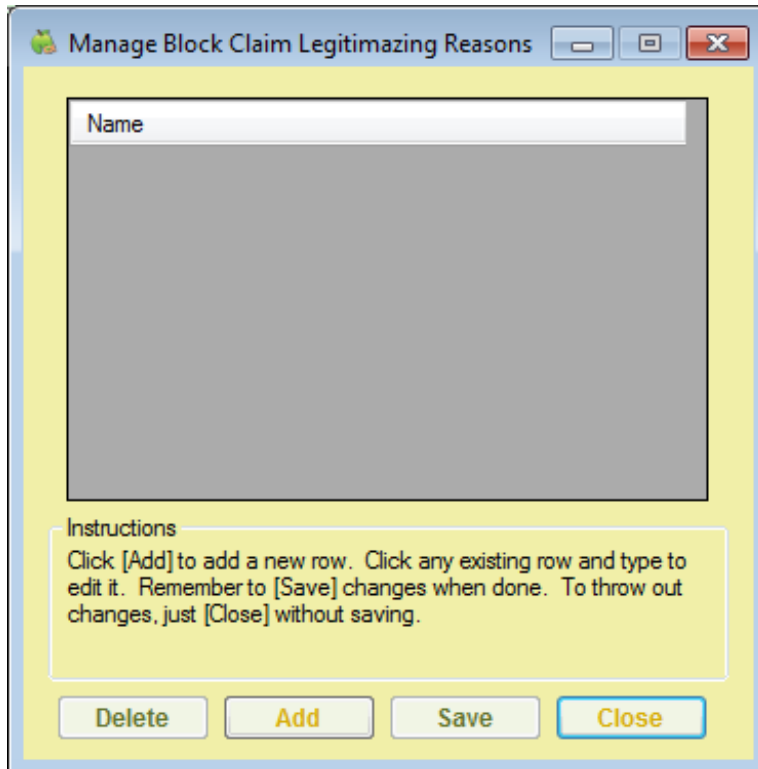


# Manage Block Claim Legitimizing Reasons

Last Modified on 05/20/2019 1:34 pm CDT

1. Click the **Tools** menu and select **Manage Block Claim Legitimizing Reasons**. The Manage Block Claim Legitimizing Reasons window opens.



2. To add a reason:
  - a. Click **Add**. A blank line displays.
  - b. Click the new line and enter the reason.
  - c. Click **Save**.
  - d. Click **OK** at the Save Success message.
3. To change a reason:
  - a. Click the line to change.
  - b. Enter the new reason over the existing reason.
  - c. Click **Save**.
  - d. Click **OK** at the Save Success message.
4. To delete a reason:
  - a. Click the line to remove.
  - b. Click **Delete**.