

# Unsubmit Center Claims

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CDT

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. Click the **Tools** menu and select **Un-Submit Center Claims**. The Unsubmit Center Claims dialog box opens.

Center Name	#
<input checked="" type="checkbox"/> CAtest	245
<input type="checkbox"/> Kain's Little Bunch	1337
<input type="checkbox"/> Kain's Little Bunch	1337
<input type="checkbox"/> Test Center 100	100
<input type="checkbox"/> Test Center 100	100
<input type="checkbox"/> Test Center 100	100

2. Verify that the correct claim month is selected.
3. Check the box next to the center for which to un-submit claims.
4. 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.

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

1. Click on the **Claims menu** and select **List Claims**.
2. Click on **View** next to the center that needs to be un-submitted.
3. Click on **Delete Claim** in the bottom left corner.
4. At the confirmation prompt, choose **Claim ONLY** and then click **Delete**.
5. Next, Click the **Tools** menu and select **Un-Submit Center Claims**. The Un-submit Center Claims dialog box opens.
6. Verify that the correct claim month is selected.
7. Check the box next to the center for which to un-submit claims.

8. 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.