Start a New Admission after Voiding a Certification

Users can start a new admission for an incoming portable contract even if they have voided a previous New Admission certification for that household. For example, if a user completes a new admission certification but realizes the certification has the wrong date, they can simply void that certification and then start a new admission from the Household screen.

1. From the **Household** screen, click on the big **Actions** button at the top of the screen to open the menu.

2. Click on **Start New Admission – Incoming Port** to start the Begin New Admission Wizard.