

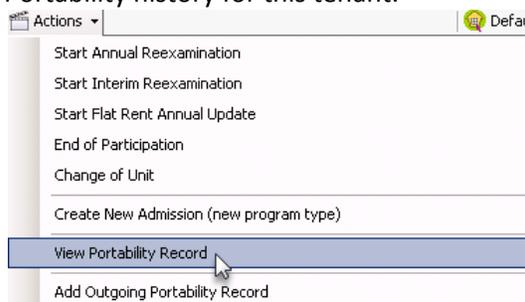
## Create Portability Move-in and New Admission Certification for Terminated Outgoing Portable Contracts and Edit/Delete Portable Contract Actions

Portability specialists in WinTen 2+ are now able to terminate an existing outgoing portable contract so that they can:

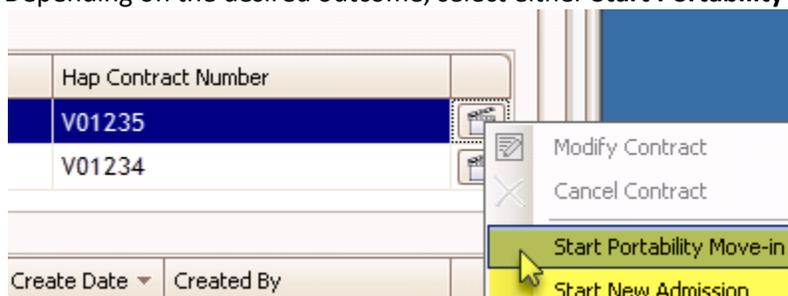
- Create a Portability Move In Certification
- Ensure correct HAP amount calculations
- Report up to date HAP amounts to the receiving PHA, and
- Ensure correct 52665 forms.

In addition, portability specialists may also modify income and bedroom size on a current participant's existing outgoing portable contract after a contract has been finalized.

1. From the **Home** tab, type "household" in the search bar. Click on the **Household Search** link to open the **Household Search** tab.
2. Search for the head of household whose outgoing portable contract is terminated. Click the **View** link to open the **Household** record screen.
3. Click on the big **Actions** button at the top of the screen and click on **View Portability Record** to view the Portability history for this tenant.



4. On the **Portable** Record Screen, click on the little **Actions** button at the end of the row of the **Inactive (Contract Terminated)** record in the **Activity** table of the **Outgoing Contracts** section.
5. Depending on the desired outcome, select either **Start Portability Move-in** or **Start New Admission**.



6. To edit/delete a contract after it has been finalized, click on the small **Actions** button at the end of the row in the Contract Activity table and select **Edit** or **Delete**.

