

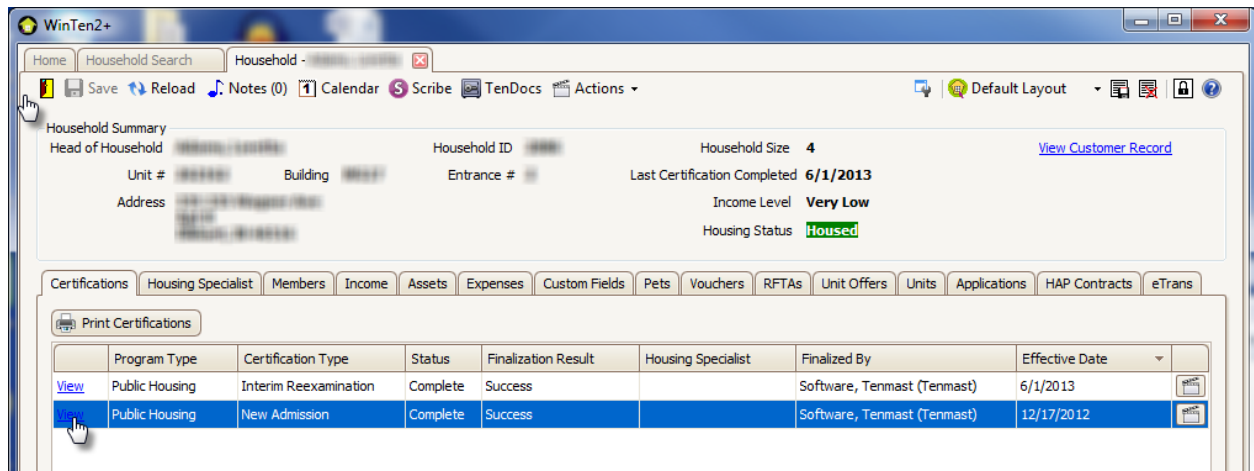
Viewing Converted Certifications from Legacy Systems

Tenmast has changed the way converted certifications are displayed in order to ensure 100% accuracy of data. This change in viewing converted certifications has several benefits, including giving users the ability to:

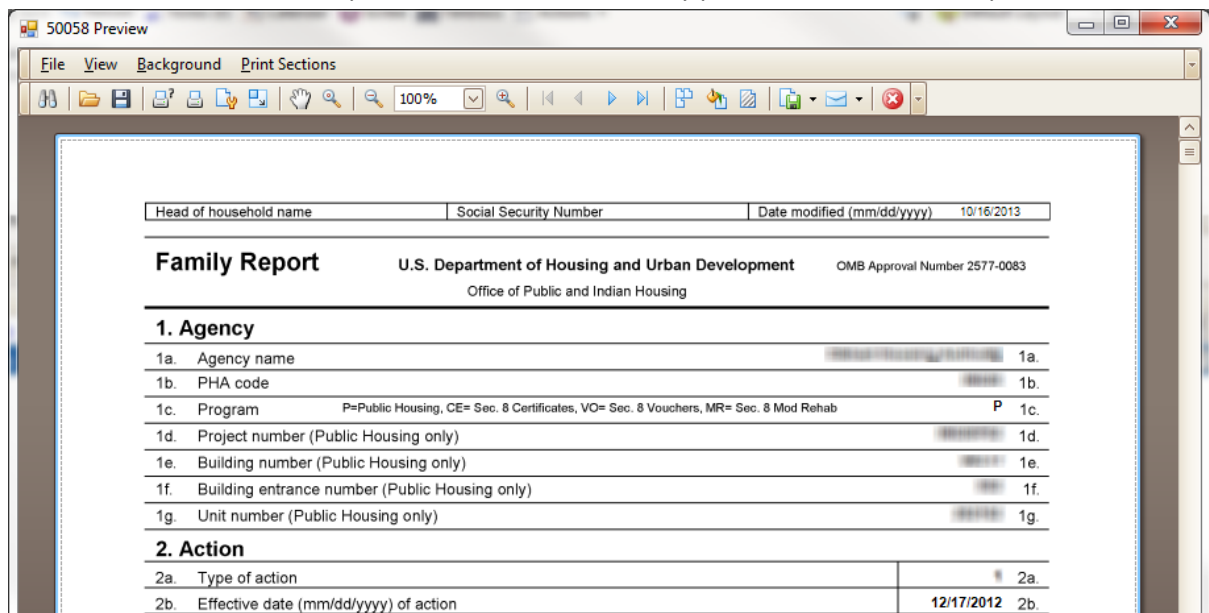
- View all historical certifications with details within WinTen 2+.
- See what converted 50058 forms were in the legacy system 100% of the time.
- Have confidence that household composition (income, members, assets, etc.) is always current.

Viewing a Converted Certification

1. At the **Household Search** screen, open a household to see its information.
2. Users may view a converted certification by clicking **View** next to a converted certification.



3. The converted certification opens as a PDF file. Users may print, save, or close this preview.



Correcting Information on Converted Certifications

WinTen 2+ users are able to void, but not change, a completed, converted certification. To correct a converted certification, void that certification and initiate another certification with the same effective date.