

Correcting an Error After Downloading a ZIP File

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If you've already downloaded a ZIP file and later discover an error in one of the plans, follow these steps to make corrections and generate an amended batch:

Step 1: Unlock the Batch

- Go to the **Batches/Fulfillment** screen.
- Locate the batch containing the plan with the error.
- Unlock the batch to allow edits.

Step 2: Remove the Plan

- From the unlocked batch, **remove the specific plan** that needs to be amended.

Step 3: Amend the Plan

- Navigate to the plan.
- Check the box for **Part I, Item B** to indicate an amendment.
- Make all necessary updates to the plan.

Step 4: Create a New Batch

- Return to the **Batches/Fulfillment** screen.
- Select **Create New Batch**.
- Be sure to check the box labeled "**Amended batch?**" during setup.

Step 5: Select Amended Plans

- On the **Select Plan** screen, you will see a list of:
 - Plans with the "**Amended**" box checked on the 8955-SSA.
 - Plans **not currently included in another batch**
- Select the appropriate amended plans.

Step 6: Finalize and Download

- Lock the new batch.
 - Download the updated ZIP file.
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