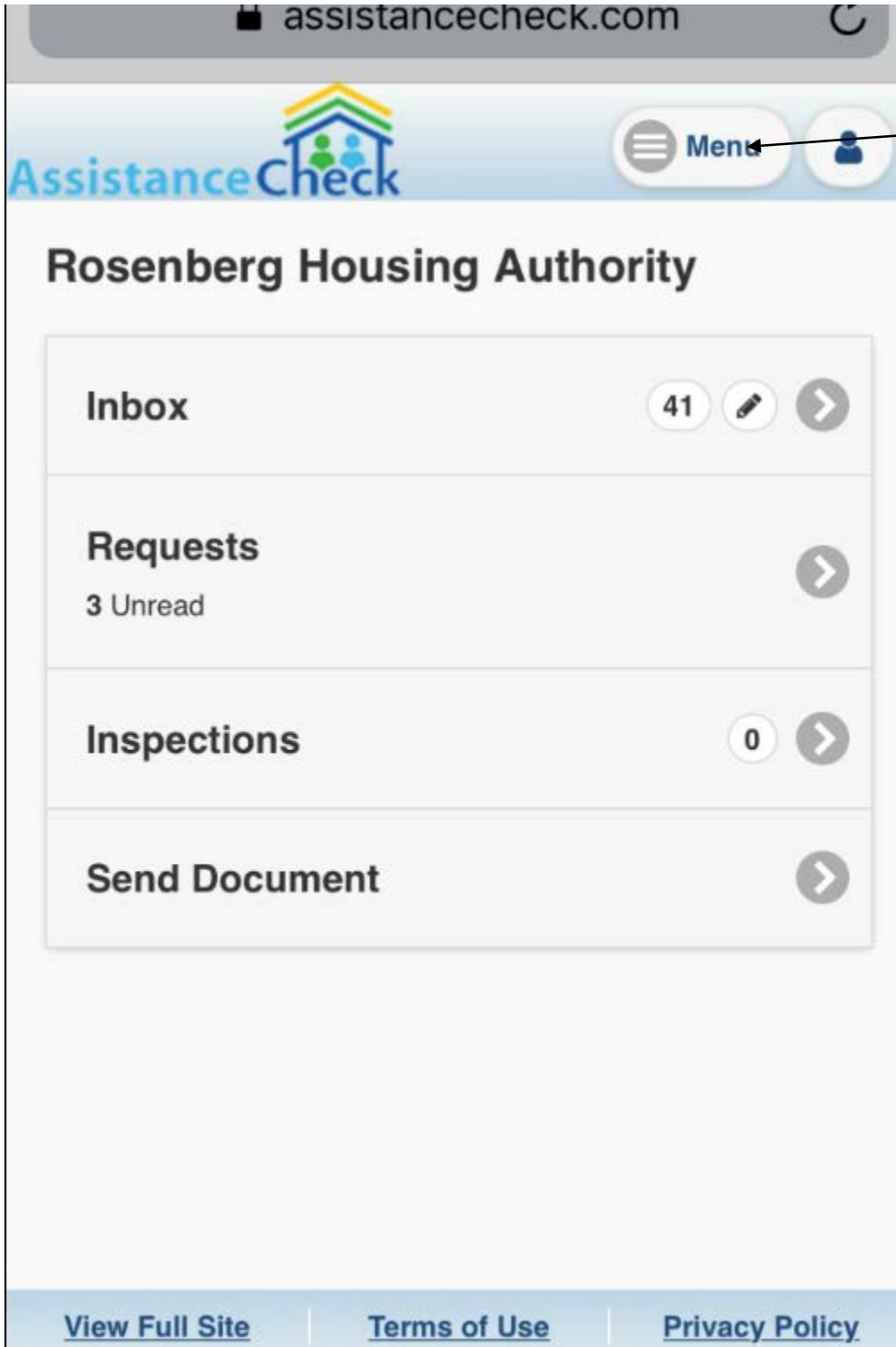
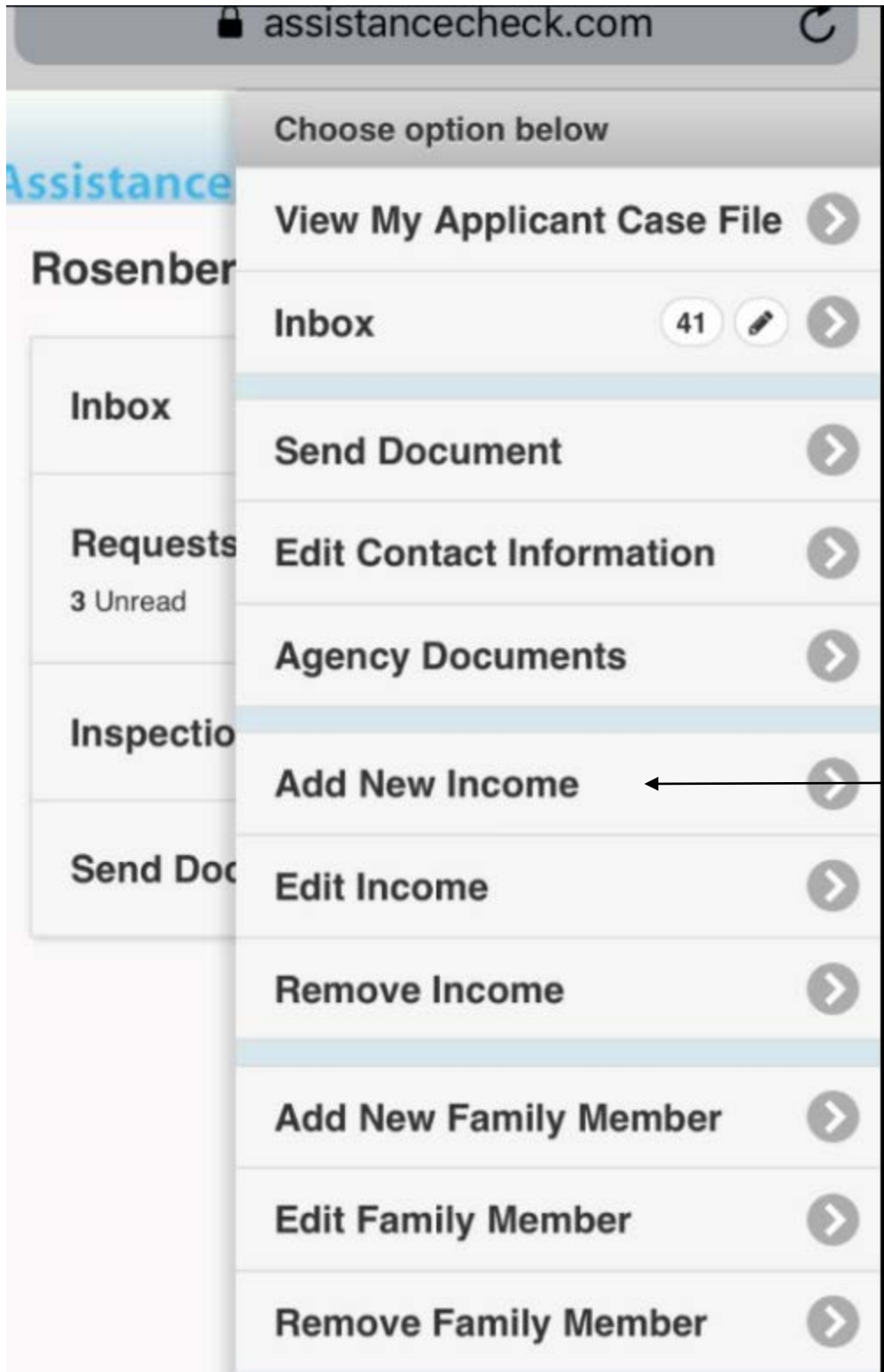


How To Make An Interim Change On A Mobile Device

1. This is what your screen will look like when you first log on. In this example we are adding wages from a job. Click “Menu”



2. Click “Add New Income”.



2. Click "Begin".

assistancecheck.com

AssistanceCheck

Menu

Add New Income Source

Program Participants are required to report increases in family income to the Housing Authority within 30 days. Failure to report an increase in family income can result in required repayment of funds paid in error, termination from the program, and criminal and civil penalties in cases of fraud.

To report an additional income source for your household, click the Begin button and follow the on-screen instructions.

After completing the request, click on Agency Documents, download, complete, and upload the Interim Request Form. If reporting employment income download, complete and upload the Income Verification Form filled out by former employer along with the request.

[Begin](#)

3. Fill in Blank Fields completely, then click continue.

assistancecheck.com

Instructions

Family Member* Kim Brown

Income Type* Income

Source Name* Rosenberg Housing Authority

Source Address 1* 117 lane drive ste 18

Source Address 2 Source Address 2

City* Rosenberg

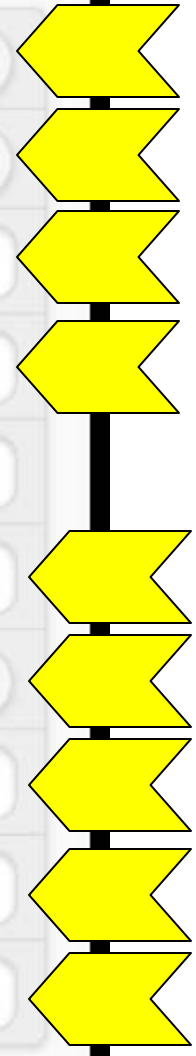
State* TX

Zip Code* 77471

Phone* 2813421456

Fax 2812322920

Back Continue



4. Enter source, amount, and frequency in the blank fields. Click "Continue".

assistancecheck.com

AssistanceCheck

Menu

New Income Source Value

→ Instructions

Income Type* Other Wage

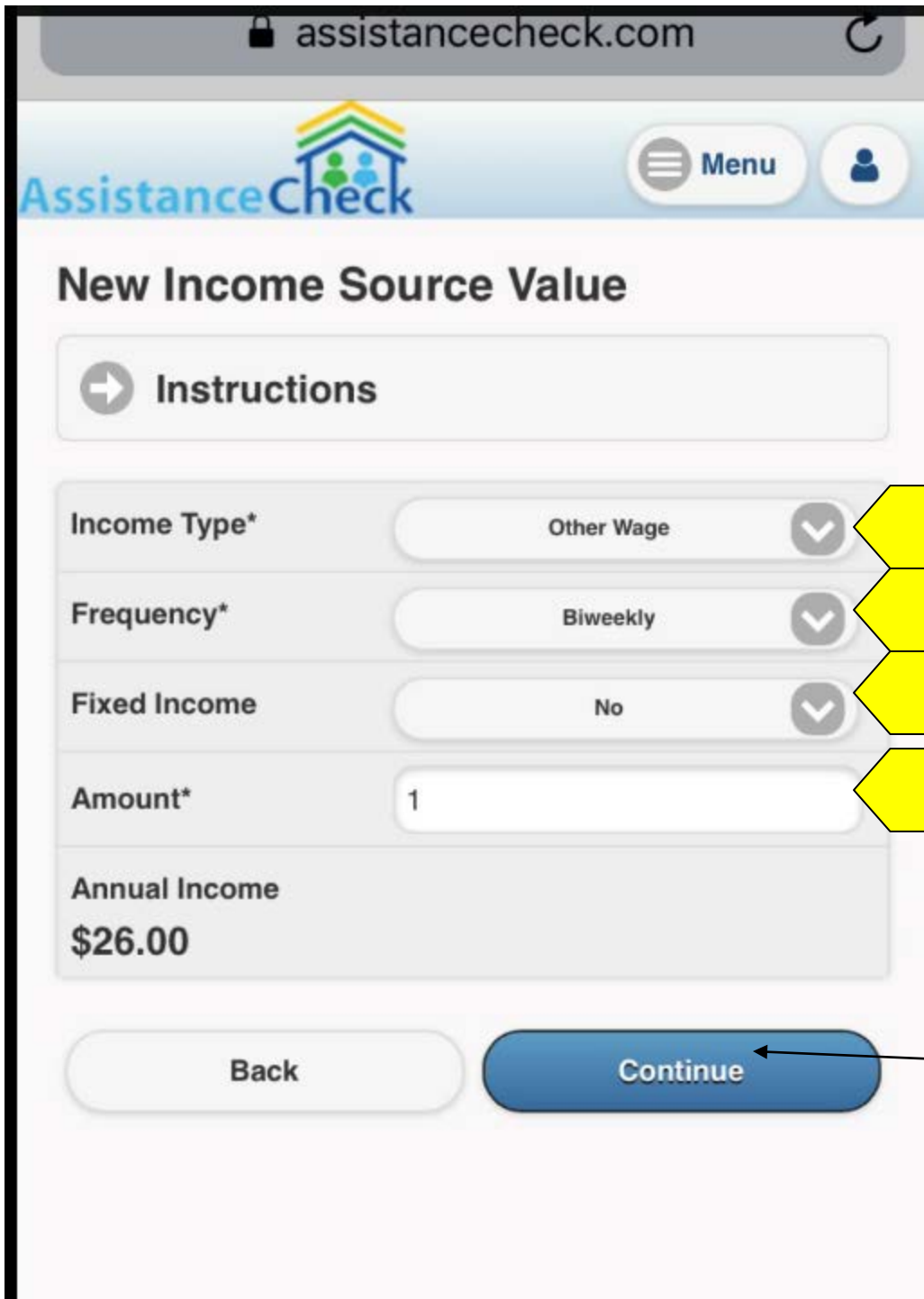
Frequency* Biweekly

Fixed Income No

Amount* 1

Annual Income
\$26.00

Back Continue





5. You'll get a review screen that looks like this, click "Submit" if information is correct.

Zip Code 77471
Phone (281) 342-1456
Fax (281) 232-2920
Income Type Other Wage
Frequency Biweekly
Fixed Income No
Amount \$1.00
Hours Per Week
Back Submit

6. This is the screen you will see after clicking “submit”, to submit your supporting documents with your change, click on “Send Document”.

assistancecheck.com



Menu 

Add New Income

Status: **Submitted**

+ Request Details

- Instructions

Use this service to send an electronic document to your case worker at your Agency. The **History** tab lists all of your status changes, messages & electronic documents.

To get started, click the **Send Document** link in the table below.

+ Send Documents

- History

Request Submitted
Feb 27th 2018 - 8:20 AM

Back

7. Fill in the blanks and click “choose file”.

File types allowed: 'tiff','tif','jpg','jpeg','gif','png','pdf'

Maximum of 5 documents uploaded.

Reason For Sending

New income

Document Name

Pay stubs

File

Choose File no file selected

No files uploaded

Submit

History



Done

q w e r t y u i o p

a s d f g h j k l



z

x

c

v

b

n

m

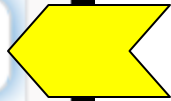
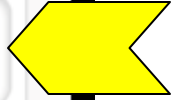


123



space

Go



8. Your mobile device will you give the option to take a picture or the select a picture already from your photo library. Select the applicable choice.

The screenshot shows a mobile application interface for sending documents. At the top, there is a blue header with a back arrow and the text "Send Documents". Below the header, there are instructions: "Documents must be under 5MB in size.", "File types allowed: 'tiff', 'tif', 'jpg', 'jpeg', 'gif', 'png', 'pdf'", and "Maximum of 5 documents uploaded.". The form has three main sections: "Reason For Sending" with a text input field containing "New income"; "Document Name" with a text input field containing "Pay stubs"; and "File" with a "Choose File" button and the text "no file selected". Below the "File" section, it says "No files uploaded" and there is a "Submit" button. A white overlay is visible at the bottom, showing three options: "Take Photo or Video" with a camera icon, "Photo Library" with a photo gallery icon, and "Browse" with three dots. Two black arrows point to the camera and photo library icons.

9. Fill in the blanks, verify that your document is attached and click “submit”.

To get started, click the **Send Document** link in the table below.

Send Documents

Documents must be under 5MB in size.

File types allowed: 'tiff', 'tif', 'jpg', 'jpeg', 'gif', 'png', 'pdf'

Maximum of 5 documents uploaded.

Reason For Sending

New income

Document Name

File

Choose File no file selected

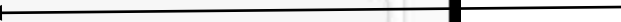


Paystubs



Submit

History



10. Once you have successfully made your change you should see this screen verifying when you made the change and uploaded your documents. You are finished.

AssistanceCheck

Add New Income

Status: **Submitted**

+ Request Details

- Instructions

Use this service to send an electronic document to your case worker at your Agency. The **History** tab lists all of your status changes, messages & electronic documents.

To get started, click the **Send Document** link in the table below.

+ Send Documents

- History

Document Collected
Feb 27th 2018 - 9:23 AM
Paystubs - New income
Request Submitted
Feb 27th 2018 - 8:20 AM

Back

*It may take our portal an hour to upload changes and documents to us, please do not call us to ask if we have received your documents or changes.