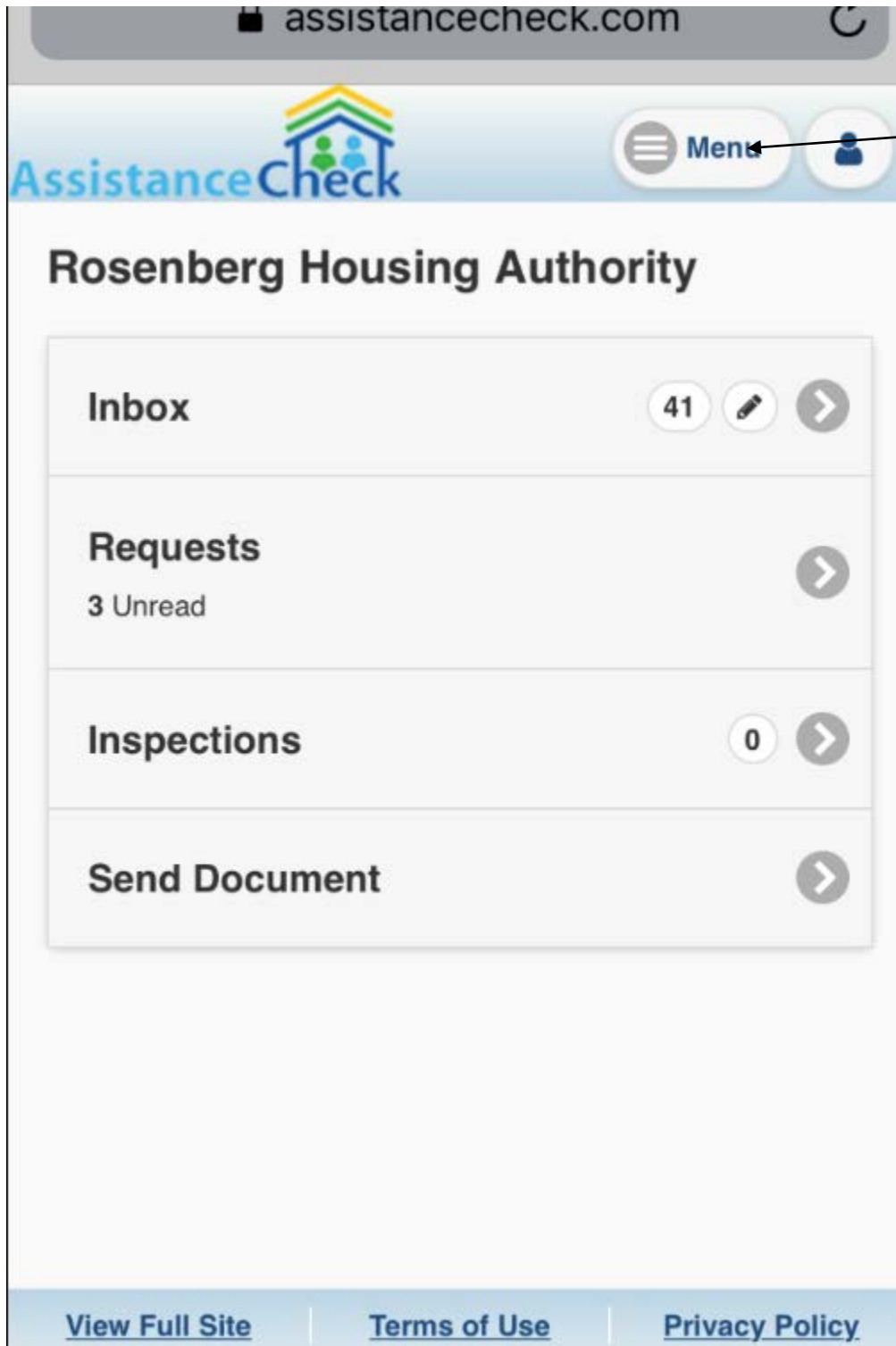


## How to Edit Your Income On A Mobile Device

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 “Edit Income”.

Assistance

Rosenber

Inbox

Requests

3 Unread

Inspection

Send Doc

Choose option below

View My Applicant Case File

Inbox

41

Send Document

Edit Contact Information

Agency Documents

Add New Income

Edit Income

Remove Income

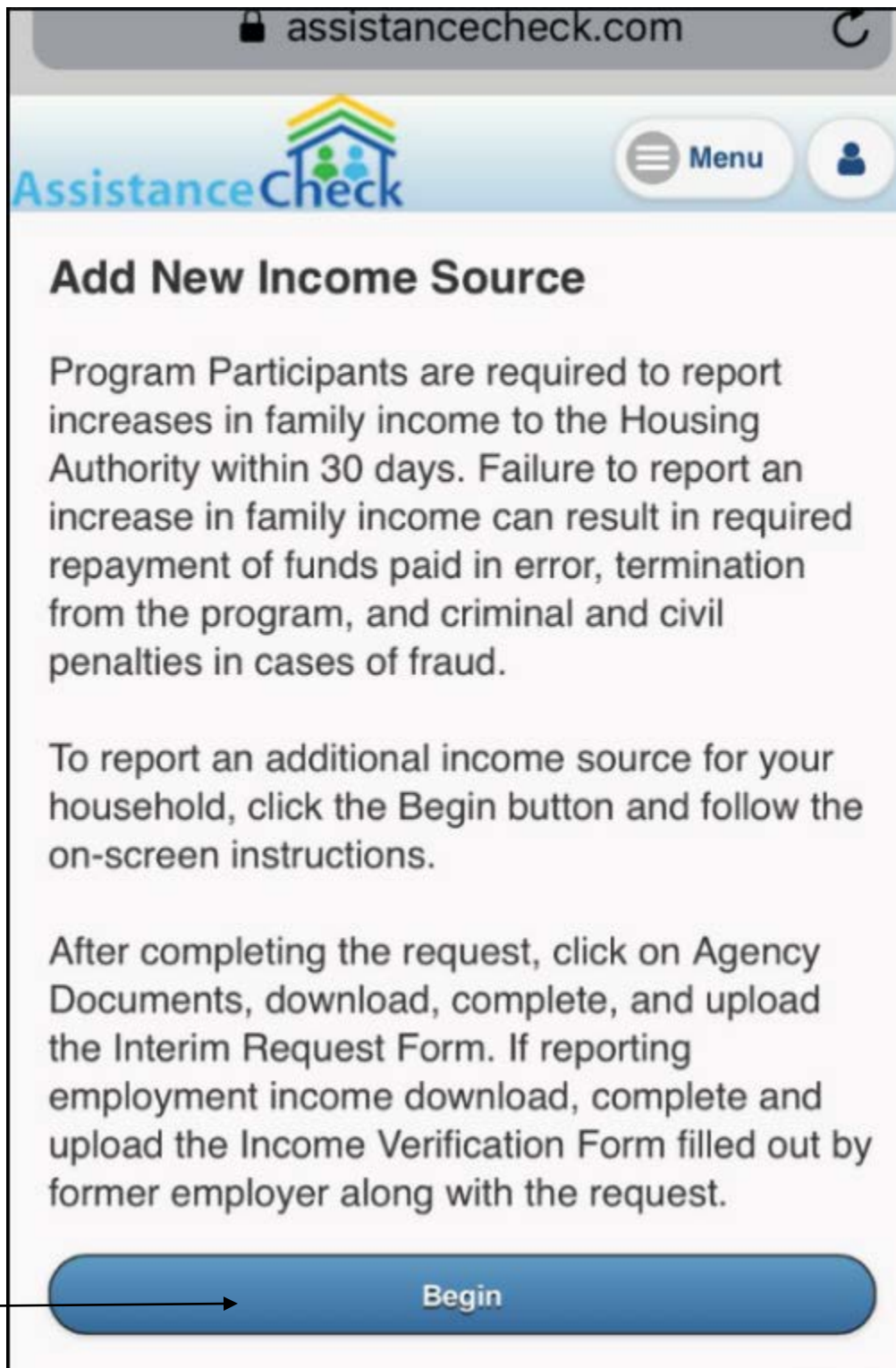
Add New Family Member

Edit Family Member

Remove Family Member





3. Click "Begin".




4. Click on the income you want to edit. In this example we are editing a monthly benefit from Social Security Administration.

assistancecheck.com

AssistanceCheck  Menu 

## Edit Income Source

 Instructions

### Select Income Source to Edit

Betty J. Garner	
Type	Income
Amount	\$18,732.00
<input checked="" type="radio"/> Source	Social Security Administration 601 E 12th Street Kansas City MO 64106 Phone: 8007721213

Betty J. Garner	
Type	Income
Amount	\$1,752.00
<input type="radio"/> Source	Social Security Administration 601 E 12th Street Kansas City MO 64106 Phone: 8007721213



5. Once selected, click continue.

Betty J. Garner	
<input type="radio"/> Type	Asset
Amount	\$423.10
Source	

---

Betty J. Garner	
<input type="radio"/> Type	Asset
Amount	\$490.57
Source	

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6. Select the type of change you would like to make, in this example we are changing the frequency from monthly to bi-weekly. However, you may edit any of the selectable fields. Click continue.

<b>Family Member Type Source</b>	Betty J. Garner Income Social Security Administration 601 E 12th Street Kansas City MO 64106 Phone: <a href="tel:8007721213">8007721213</a>
<b>Frequency*</b>	Biweekly
<b>Fixed Income</b>	No
<b>Amount*</b>	18732.00
<b>Annual Income</b>	

Back Continue

Done

Hourly  
Weekly  
**Biweekly**  
Semi-Monthly  
Monthly

Once change is made click continue.

7. Verify changes are correct and click "submit".

## Edit Income Source Review

 Instructions

**Frequency**

Biweekly

**Fixed Income**

No

**Amount**

\$18,732.00

**Hours Per Week**

0

Back

Submit 

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8. Click done. Please refer to instructions for uploading a document to send in your supporting documents.

## Edit Income Source Confirmation

<b>Status</b>	<b>Submitted</b>
<b>Transaction ID</b>	4FECB7B97ECF3A78

Thank you for submitting your request online! Using AssistanceCheck.com will ensure we receive your request quickly and accurately as well as speed up our response time while we process your request.

We will review your request within 1-2 business days.

Please print this page for your records.

To add a document to this request please [click here](#).

Done

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