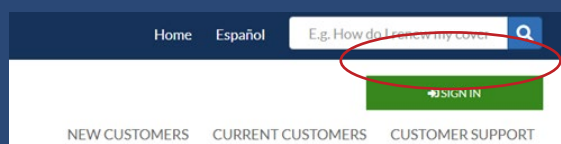


Step-By-Step Guide: Reporting a Change In Unemployment Benefits

How to Report a Change In Unemployment Benefits

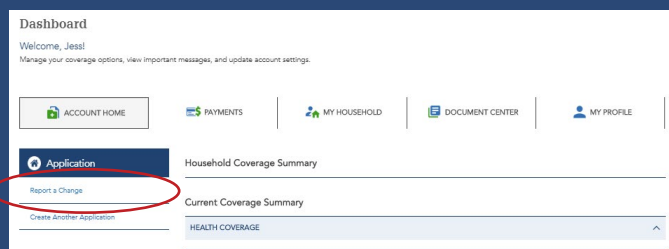
1 Sign-In

Sign into your *Washington Healthplanfinder* account.



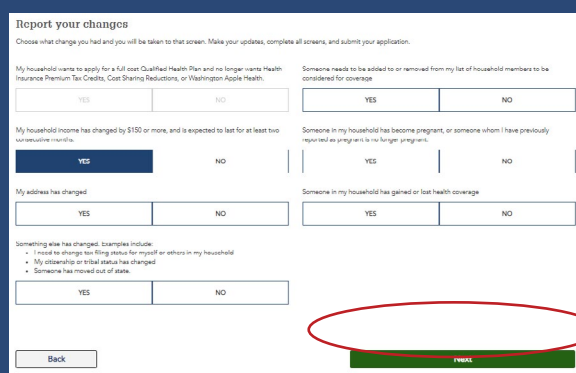
2 Select Report a Change

Select **Report a Change** in Application Menu on Account Home dashboard.



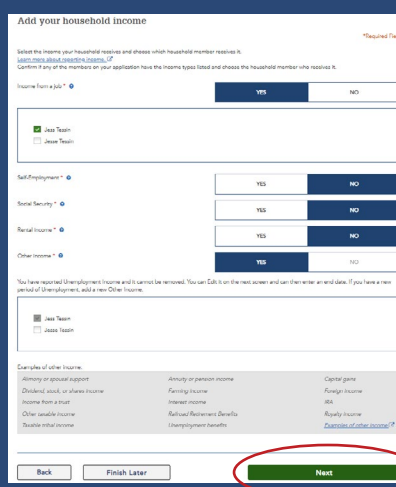
3 Answer the Following Question

Select **Yes** to the question “My household income has changed by \$150 or more, and is expected to last for at least two consecutive months.” Click **Next** button.



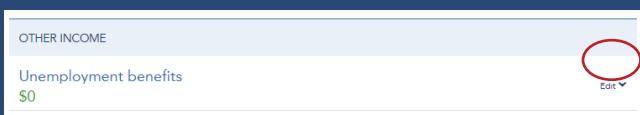
4 Review Household Members

On the “Add your household income” page review income indicated for all household members is correct and click **Next** button.



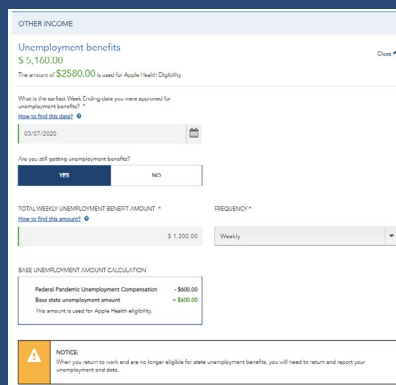
5 Unemployment Benefits

Navigate to household members with Unemployment income and click **Edit** link.



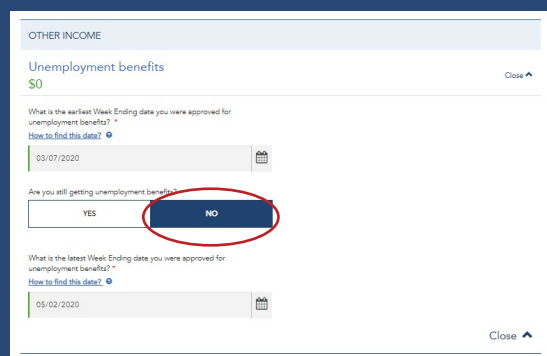
6 Update Benefits Details

Update unemployment benefits according to the details needed on screen.
 a. Earliest Week Ending date
 b. Yes/No for still receiving unemployment
 c. Total weekly amount
 d. Enter frequency (weekly for Washingtonians)



7 No Longer Receiving Unemployment

If you need to report that you are no longer receiving unemployment, then select **No** to “Are you still getting unemployment benefits?” and enter the latest “week ending” date.



8 eSignature

Once edits are made continue through application to eSignature and click **Submit My Application** for updated eligibility results.