### 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 link 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.