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.