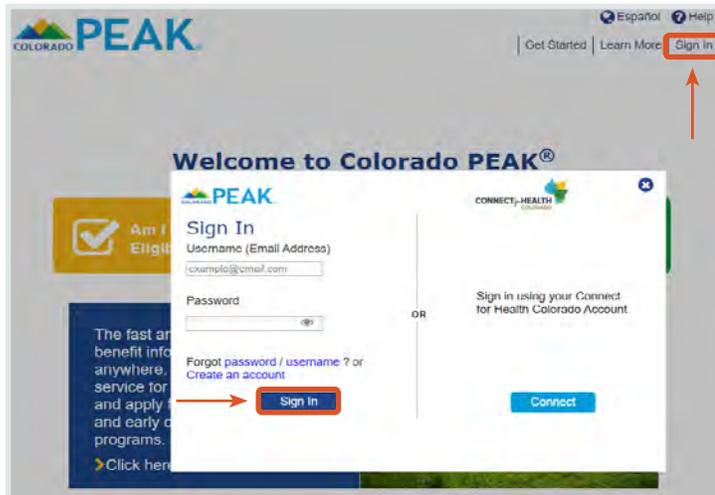
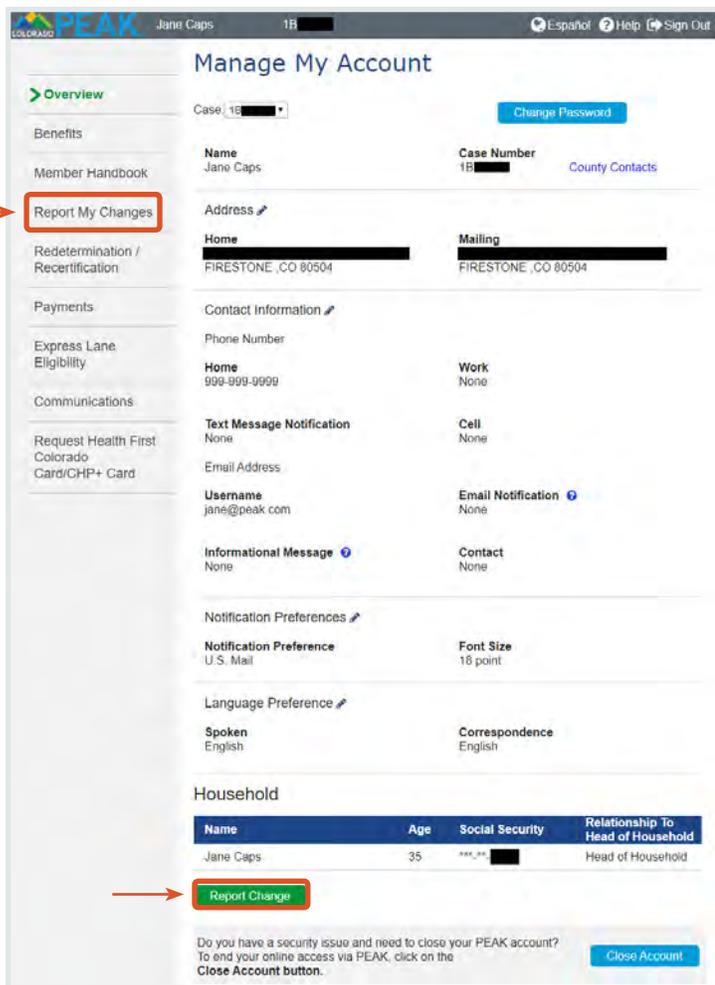


PEAK User Guide

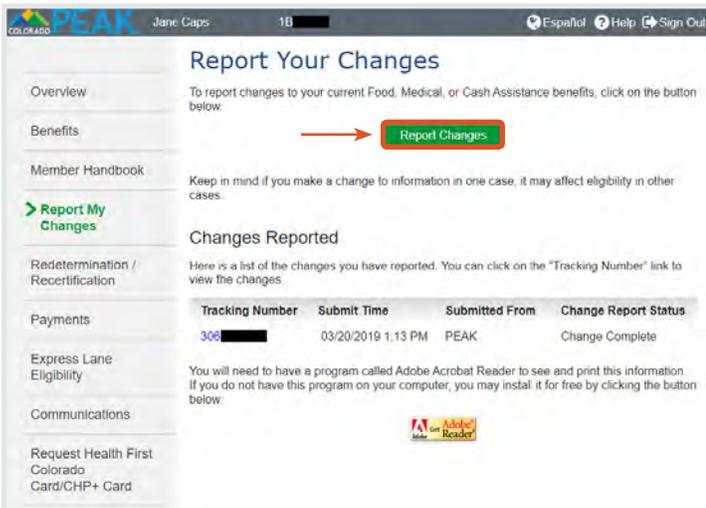
Update Your Income



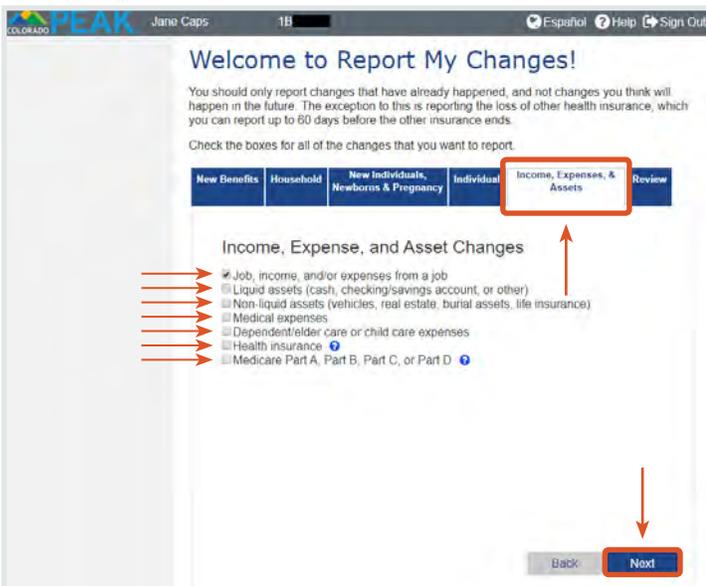
1. Click Manage My Account or Sign In.
2. Enter your email address and password. Click Sign In.



3. Click Report My Changes.



4. Click the Report Changes button.



5. Click Next until the "Income, Expenses, & Assets" tab is open. Check the box next to the item you want to update.



6. Click Next until the "Review" tab is open. Click Report Changes.

Review Your Other Assets

You have told us that someone has a change to their other assets or you have added someone to the home. Here is how to report a change or add an asset for any of the types listed below:

- If someone has a new asset or a newly added person has an existing asset, select that person and click the Add button.
- If someone has gotten rid of an asset, click the End button for that asset.
- If someone has a change to an asset, click the Edit button for that asset. For example, you should click the Edit button to report a change.
- If you want to delete a change you made or asset you added, click the X button to delete change or new asset.

Vehicles

Owner	Type	Value	What Changed?	Options
To add a vehicle, choose the name of the owner and click the Add button.				
Name: < click here to choose >	Add			

Real Estate

Owner	Type	Address	What Changed?	Options
To add real estate, choose the name of the owner and click the Add button.				
Name: < click here to choose >	Add			

Burial Assets

Owner	Type	For	What Changed?	Options
To add a burial asset, choose the name of the owner and click the Add button.				
Name: < click here to choose >	Add			

Life Insurance

Owner	Face Value of Policy	Insurance Company	What Changed?	Options
To add a life insurance policy, choose the name of the owner and then click the "Add" button.				
Name: < click here to choose >	Add			

Back [Next](#)

7. You will be asked to review your other assets. Make any updates you need. Click Next.

Review Your Job Income

You have told us that someone has a change in a job or self-employment or you have added someone to the home. Here is how to report a change or add a job or job expense for any of the types of jobs listed below:

- If someone has a new job or job expense or a newly added person has an existing job or job expense, select that person and click the Add button.
- If a job or job expense has ended, click the End button to remove that job.
- If someone's job or job expense has changed, click the Edit button for that job. For example, you should click the Edit button to report a change in hours or pay, or if someone is on strike, or has returned to work from a strike.
- If you want to delete a change you made or job or job expense you added, click the X button to delete change or new job.

Job Income

Who	Employer	Amount	Frequency	What Changed?	Action
Jane Caps (35)	██████████ Grocers	\$1350.00	Monthly	This job has not changed	Edit End
Name: < click here to choose > Add					

Self Employment Income

Who	Amount	Self-Employment Name	What Changed?	Action
To add self-employment for someone in your home, choose their name and click the Add button.				
Name: < click here to choose >	Add			

In-Kind Income

Who	Type	Amount	Frequency	What Changed?	Action
To add income for anyone who provides a service in exchange for goods, please choose their name and click the "Add" button.					
Name: < click here to choose >	Add				

Tax Deductions

Who	Type	Amount	Frequency	What Changed?	Action
To add deductions for anyone in your home paying for legal conservator fees, alimony, penalty on early withdrawal of savings, or capital losses that can be deducted on an income tax return, please choose their name and click the Add button.					
Name: < click here to choose >	Add				

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8. You will be asked to review your job income by clicking Edit. Make any updates you need. Click Next.

COLORADO **PEAK** Jane Caps 18 Español Help Sign Out

More About Jane's Job

You've told us that there has been a change in Jane's job at **Natural Grocers**. On this page, you'll see boxes where you can change, add or delete the information we have on file. When you've given us the correct information, click the "Next" button.

Please keep in mind:

- If something hasn't changed, you should leave the answer in the box the way it is.
- The employer address may be a corporate address. If it is, please don't make a change unless you know that the corporate address has changed.

Employer Information

*Name of Employer or Source of Income

Street # PO Box # or Street Name Apt #

PO Box

City State Zip Code

Employer Phone

When did Jane start this job?

If this job recently ended or is going to end, please tell us the end date of the job.
 What is the end date of this job?

Does Jane receive pay for being a minister as part of this job?
 Yes No

Is any part of this job seasonal employment?
 Yes No

Is any part of this job commission-based, including tipped, employment?
 Yes No

*How often does Jane get paid? This is Jane's **pay period**.

Tell us how many hours Jane works in a week.

Most Recent Paycheck

* When was the last paycheck received from Jane's job?

* What is the total gross pay that Jane got from this paycheck? By gross pay, we mean the amount Jane earns before taxes or anything else is taken out of the paycheck.

Additional Paychecks

Click the button below to add information about another paycheck:

One time Payment

Tell us the total gross pay that Jane got or will get this month as a one time payment from this employer.

When did Jane receive this one time payment from this employer?

Job Income Expenses/Deductions

* Did Jane have any job income expenses/deductions?
 Yes No

Date of Change(s)

*When did these changes happen?

9. You will be asked for detailed job information. Make any updates you need. Click Next.

Review Your Job Income

You have told us that someone has a change in a job or self-employment or you have added someone to the home. Here is how to report a change or add a job or job expense for any of the types of jobs listed below:

- If someone has a new job or job expense or a newly added person has an existing job or job expense, select that person and click the Add button.
- If a job or job expense has ended, click the End button to remove that job.
- If someone's job or job expense has changed, click the Edit button for that job. For example, you should click the Edit button to report a change in hours or pay, or if someone is on strike, or has returned to work from a strike.
- If you want to delete a change you made or job or job expense you added, click the X button to delete change or new job.

Job Income

Who	Employer	Amount	Frequency	What Changed?	Action
Jane Caps (35)	Grocers	\$1250.00	Monthly	Change Effective Date: 02/28/2019	Edit

Name: < click here to choose > Add

Self Employment Income

Who	Amount	Self-Employment Name	What Changed?	Action
To add self-employment for someone in your home, choose their name and click the Add button.				
Name: < click here to choose > Add				

In-Kind Income

Who	Type	Amount	Frequency	What Changed?	Action
To add income for anyone who provides a service in exchange for goods, please choose their name and click the "Add" button.					
Name: < click here to choose > Add					

Tax Deductions

Who	Type	Amount	Frequency	What Changed?	Action
To add deductions for anyone in your home paying for legal conservator fees, alimony, penalty on early withdrawal of savings, or capital losses that can be deducted on an income tax return, please choose their name and click the Add button.					
Name: < click here to choose > Add					

Back Next

10. The "Review Your Job Income" page will appear again. Make sure everything is correct. If it's not, Edit as needed. If it is correct, click Next.

Household Annual Income and Expenses/Deductions

We have automatically estimated your annual income, expenses, and deductions for 2019 based on the information you have provided us. If you think this amount will be different for 2019, enter that amount in the Actual Annual Amount field for each record.

Income Calculation

Job Income

Who Has It	Company Name	Reported	Annual	Actual Annual Amount for 2019	Actual Annual Amount for 2020	Change Date
Jane Caps (35)	Grocers	\$1250.00	Monthly	\$13359.32	\$0	03/22/2019

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11. The "Household Annual Income And Expenses/Deductions" page is next. Make sure everything is correct. Click Next.

- Only edited income or expense records will show on this page.
- It's important to check the Actual Annual Amounts and fix anything that is not correct.

Congratulations! You reported an income change.

