Add New **OR** Edit Existing
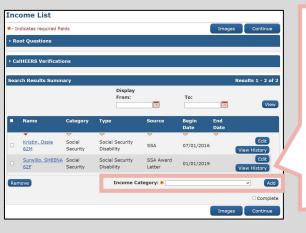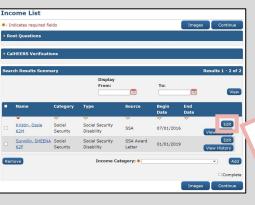## - *Income Edition* -

Add When:

1. **New** source of income is reported

    - For example, a customer reports a **new** job or second employer.

To add income, users select an Income Category and click **Add**

2. **New** amount of income is reported for an existing employer/source

    - For example, a customer reports a decrease in income from their existing employer.

To add a **new** income amount on an existing source, users click **Edit** on the appropriate income detail record.
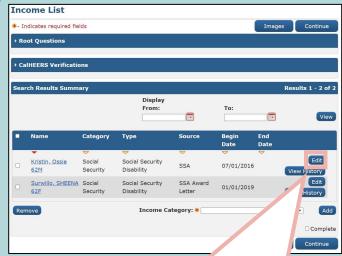

Then on the **Income Detail** page, users select the appropriate program from the Display Program drop list and click **Add**.

Note: Adding income to one program can impact all programs if there is not an income entry for the other program.

Edit Existing When:

- An existing employer/source or amount has been entered incorrectly

    - For example, a worker accidentally added an extra zero to the income amount.

Note: Editing income changes the history of the income and can potentially cause an overpayment/overissuance for prior months.

To edit income, users click **Edit** on the appropriate income detail record.

Then on the **Income Detail** page, users click **Edit i**n the **Income Amounts** section for the program that needs to be corrected.