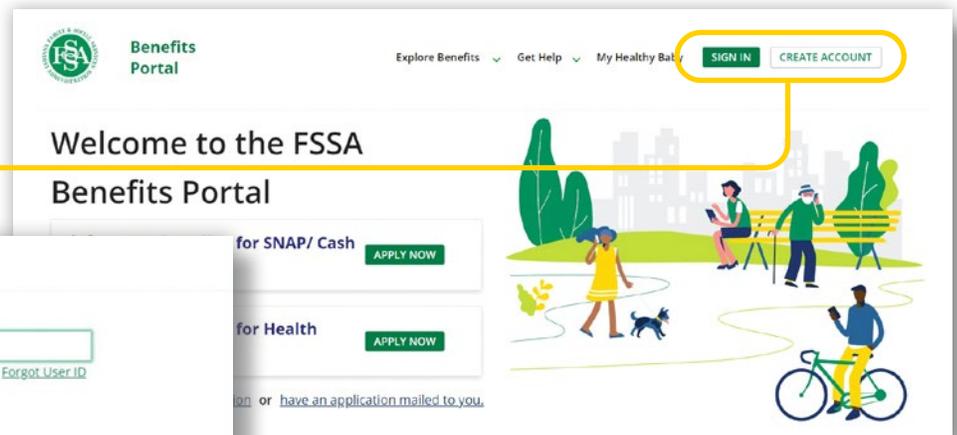




How to report a change in the FSSA Benefits Portal:

- Go to **FSSABenefits.IN.gov**
- Click on either “Sign in to my account” or “Create account”

1 Log in to the Benefits Portal using the “Sign In” button at the top right corner of the page.



Log In

User ID (Email Address)

[Forgot User ID](#)

Password

[Forgot Password](#)

[Sign up for new account](#) [Log In](#)

2 After you have logged in, scroll down to the “Cases” panel and select the “Report a Change” button on the case in which you want to report the change.

Cases

To view Case Information, click on the case number you wish to view. You will be able to navigate to a page to report changes, get Proof of Eligibility or get certain forms from the Case Information page.

To report changes in your circumstances without going to the Case Information page, click on Report a Change in the Action column for the case for which you want to submit a change report. Click on the Notices/Correspondence link below to access a list of notices and correspondence that you can View/Download/Print. To upload a document to your case, click on Upload Documents.

To view a case's Assistance Groups and see access to electronically respond to redetermination, click on Redeterminations.

Case Number	Case Name	Case Status	Action
2000878534	Kara Danvers	Approved	Report a Change Notices/Correspondence Upload Documents Redeterminations

Need help? Call 800-403-0864

How to report a change in the FSSA Benefits Portal (cont.):

Report a Change

Kara Danvers - 2000878534

Select the box before the type of change(s) that you would like to report for your household, then click the **Next** button.

Report a Change

- Do you want to report a change to your address, phone number, email address or what you pay for household shelter ex
- Do you want to report a change about the people in your household?
- Has anyone in your household started a job, lost a job or had a change in his/her income from work?
- Do you want to report a change to the unearned income for anyone in your household? (Money received from Social Security, SSI, Unemployment benefits, Child Support which is associated with the child, etc.)
- Do you want to report some other kind of change? If so, check here, and in the box at the bottom, enter information to explain the change:

Exit Next

3 When you select the “Report a Change” button, you will be navigated to a new page. On the “Report a Change” page, select the box for the type of change you want to make.

4 Enter your new address and press the “Next” button at the bottom of the page.

Change Address, Phone Number or Shelter Expenses

Kara Danvers - 2000878534

Please enter all information possible.

New Living Address

Address Line 1: Address Line 2:

Apt/Suite: City:

State: Indiana Zip:

Date moved:

5 After you click the “Next button,” you will see a confirmation screen stating that you have successfully reported your change.

Reported Change(s) Confirmation

Thank you, we have received your reported changes. Please allow up to 13 days to hear from us regarding these changes. When you submit a change through this website, you do **not** need to call us to report the same change.

Close