

KinderTrack – Add/Edit Income

A Press **Income** under **Family**.



B Select the family member in the **Select Family Member** drop-down menu.

C Press **Edit**.



D Enter the income **Effective Date**.

E Click next to the appropriate income type to open the **Monthly Income Worksheet**.

F Complete the **Monthly Individual Income** fields for the selected individual.

G Press the drop-down arrow to select the **Status** for this income verification, **Active** or **Inactive**.

H Click **Select >>** next to **Change Reason** to choose the reason for making the changes or type a new one.

I Press **Save**.

