



UPDATING OR MODIFYING PREPOPULATED FIELDS

Description: This guide provides steps on how to make changes to data that has been prepopulated on your Economic Assistance (EA) Recertification application.

Steps	Procedure
1.	<p>Upon accessing the iServe Nebraska EA Recertification Application page, you will encounter some data that has been prepopulated. Review the information to determine if changes are needed. If so, click the Edit button to make changes or click Delete if the data is no longer applicable.</p> <div data-bbox="250 785 954 1360"><p>Household</p><p>The people you live with are an important part of your application. Please include any children and all people who live at your address.</p><p>KELLY HELEN - Primary Applicant ?</p><p>Date of Birth: 11/20/1991</p><p>Social Security Number: ***.**-1119</p><p>Relationship: Self</p><p>SALLY HELEN Delete Edit</p><p>Date of Birth: 03/06/2018</p><p>Social Security Number: ***.**-1120</p><p>Relationship:</p><p>Add a household member</p></div>
2.	<p>When you opt to edit prepopulated information, additional instructions for modifying that field will be provided, if applicable.</p> <div data-bbox="243 1465 1084 1843"><p>SALLY HELEN Delete Save</p><p>⚠ For existing household members, ONLY relationship can be updated. If you need to update any other information for this member please contact DHHS.</p><p>Relationship:</p><p><input type="text"/></p></div>

<p>Note:</p>	<p>If the prepopulated data is not modifiable, click the question mark icon to get information on how to update that information.</p> <div data-bbox="245 317 1052 667" style="border: 1px solid #ccc; padding: 10px;"> <p>Household</p> <p>The people you live with are an important part of your application. Please include any children and all people who live at your address.</p> <p>KELLY HELEN - Primary Applicant ?</p> <p>Date of Birth: 11/20/1991</p> <p>Social Security Number: *****-1119</p> <p>Relationship: Self</p> </div>
<p>3.</p>	<p>If you need to enter additional household members, click the Add household member button to include them in your Economic Assistance recertification application.</p> <div data-bbox="245 772 1377 1192" style="border: 1px solid #ccc; padding: 10px;"> <p>SALLY HELEN Delete Edit</p> <p>Date of Birth: 03/06/2018</p> <p>Social Security Number: *****-1120</p> <p>Relationship:</p> <p style="text-align: right;">Add a household member</p> </div>
<p>4.</p>	<p>If you choose to delete any prepopulated information, read the additional information provided carefully because it may impact other areas of your application.</p> <div data-bbox="245 1297 1024 1717" style="border: 1px solid #ccc; padding: 10px;"> <p>Are you sure you want to delete SALLY HELEN?</p> <p style="border: 1px solid red; padding: 5px;">This information will be deleted. Any related information provided in other parts of the application will also be deleted.</p> <p>Date SALLY HELEN left the household</p> <p><input type="text" value="MM/DD/YYYY"/></p> <p style="text-align: center;"> Cancel Delete </p> </div>