



Directions for completing HACSM's online Change of Income form

1. Click [LINK TO FORM](#)
2. At the **PowerForm Signer Information** page, enter your name (Head of Household) and email address and click 'Begin Signing'
3. Read the disclosure statement and check the box 'I agree to use electronic records and signatures.' Click continue.
4. Complete the form with the new information.
5. Upload attachments documenting change by clicking on the 'attachments' icon. 
6. Electronically sign document by clicking on the 'signature' icon. 
7. Click 'Finish' when form is complete.
8. Download or print the completed form for your record.

A staff member in the Interim Review Unit will follow up with you after the form has been submitted and let you know if any additional documents are needed to process the request and/or if an Interview needs to be conducted.