**— TRANSCRIPT — Manage your income and assets using your Centrelink online account**

This video shows you how to manage your income and assets details using your Centrelink online account.

Select **MENU** from your homepage.

Select **Income and assets**.

Select **Income and assets details**.

Select **Manage income and assets**.

Select **Continue** to proceed.

You can download your income and asset statement. Select **Generate income and asset statement** to go to the Request a document service.

Your income and assets categories will show on the Income and assets summary page. Select **View/Edit details** in the **income and assets category** you want to view or update.

There may be some income and assets you won’t be able to update online for you or your partner. You’ll need to contact us to change the income and assets categories that only have a **View** button, and not a **View/Edit details** button.

If you see a **Pending income and assets update** message, that means we haven’t applied a previous update to your or your partner's record yet. You won’t be able to make any more updates online until we complete this.

Select **View receipt** to see the details of your pending update.

The receipt shows details of when you submitted the update. You can select either

**Save receipt** to keep a copy of your receipt, or

**Return home** to go back to your homepage.

From your homepage you can complete other transactions or select **Return to** **myGov** to go back to your myGov account.

For your privacy and security, **sign out** when you’ve finished using your myGov account.