**TRANSCRIPT - Adjust your advance repayments using your Centrelink online account**

This video shows you how to adjust your advance repayments using your Centrelink online account.

Select **MENU** from your homepage.

Select **Payments and claims**.

Select **Manage payments**.

Select **Manage advance payments**.

The Advance payments page shows information about your current and previous advances.

Select **Manage**.

Select **Adjust repayments**.

Read the information about adjusting your repayment amount, then select **Begin**.

Enter the **new repayment amount**. If you’re already paying the minimum repayment amount, you won’t be able to change it to a lower amount.

If you’re increasing your repayment amount, select **Yes** or **No** to tell us if you can afford this without putting yourself in financial hardship.

Select **Continue** to proceed.

Select **Begin** to review and submit your repayment adjustment.

We’ll give you a summary of the details you’ve provided.

Check the information to make sure it’s correct.

If you need to make changes, select **Update**.

If the details are correct, select **Next**.

Read the declaration. If you understand and agree with the declaration, select **I have read and agree with the above conditions**.

Then, select **Submit**.

We’ll give you a receipt to let you know your advance payment request has been processed.

Make a note of the **Receipt ID** for your records.

Select **Save** **your receipt** to keep a copy of your receipt.

Select **Print** to print your receipt.

Select **Return home** to go back to your Advance payments page.

We’ll give you a summary of your advance payment details, including your new repayment amount.

Select **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.