

How to Change Primary Applicant

To change the Primary Applicant on an Application:

- Click Edit next to the Primary Applicant's name on the Application Members tab.
- Uncheck the "Primary" checkbox.
- Click Save.
- A pop up will appear listing Household Members that are eligible to be the Primary Applicant.
- Click Select
- To refresh the Application Information at the top of the Application, click Summary.
- The new designated Household member will now be listed as the Primary Applicant.

Note: Currently Primary Applicants cannot be changed in the Household Members section.