

Don't wing it, our handy guide is here to help!

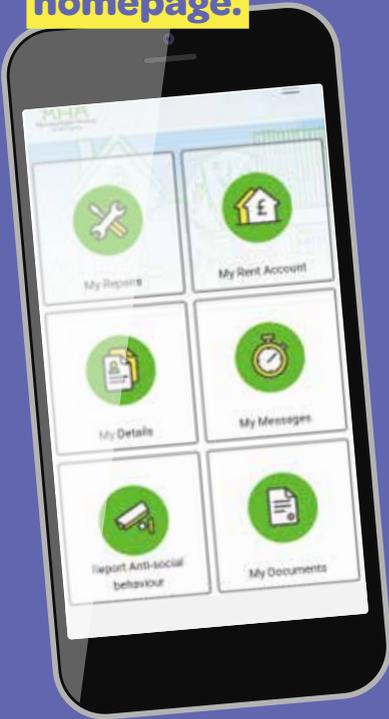
How to use the Budget Calculator Feature

Follow our simple steps, so you can efficiently use the budget calculator to manage your finances

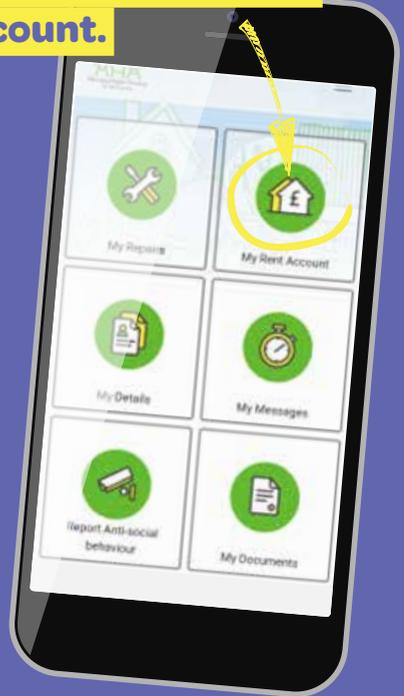


You can use the Budget Calculator tool to create personalised budget plans, giving you a clearer understanding of your finances. You can also share your report with your Income Officer, who can offer you support to maximise your income.

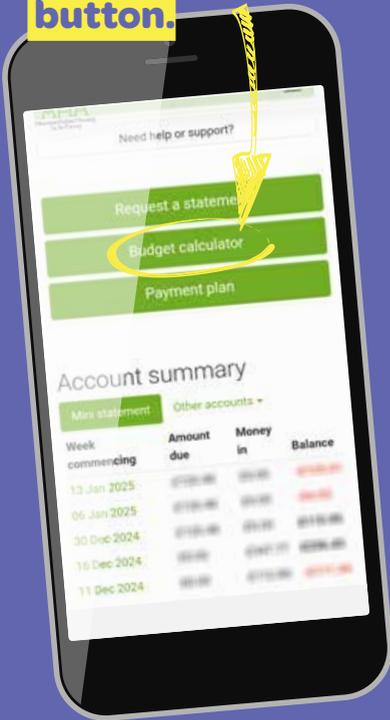
1. Let's get started: head over to MyMHA app and you will be greeted by our homepage.



2. Next click on rent account.



3. When you reach your rent account, you will see this page. Click on the circled Budget Calculator button.



4. You've now reached the Budget Calculator page, click 'Start budgeting'.

To use the budget calculator, just enter your income and expenses. You can go through each section step-by-step or use the quick jump button to skip around.



5. First section to complete is Income.

This comprises of four parts as seen below, fill out all the relevant options and click Save & continue.



6. Next section is Household Bills.

This comprises of five fields as seen below, fill out all the relevant options by clicking on the green text and when finalised, click Save & continue.



7. Following this is Living Costs.

This comprises of five fields as seen below, fill out all the relevant options by clicking on the green text and when finalised, click Save & continue.



8. Next section is Finance.

This comprises of five fields as seen below, fill out all the relevant options by clicking on the green text and when finalised, click Save & continue.



9. Following this is Family & Friends.

This comprises of five fields as seen below, fill out all the relevant options by clicking on the green text and when finalised, click Save & continue.



10. The penultimate section is Travel.

This comprises of three fields as seen below, fill out all the relevant options by clicking on the green text and when finalised, click Save & continue.



11. Lastly is Leisure.

This comprises of three fields as seen below, fill out all the relevant options by clicking on the green text and when completed, click Save & Finish.



12. Hoot hoot hooray, you can now view a breakdown of your spending summary!



We have created a suite of 'How to' guides to help you to use the App, if you are struggling, please contact us on **0345 677 2277** and we will be happy to talk you through what you need to do.

If you require this document in Welsh or any other language, large print, braille or in an audio format. Please contact the **0345 677 2277** or email **corporateservices@monmouthshirehousing.co.uk**



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