



# Generate Centrelink Schedule Online

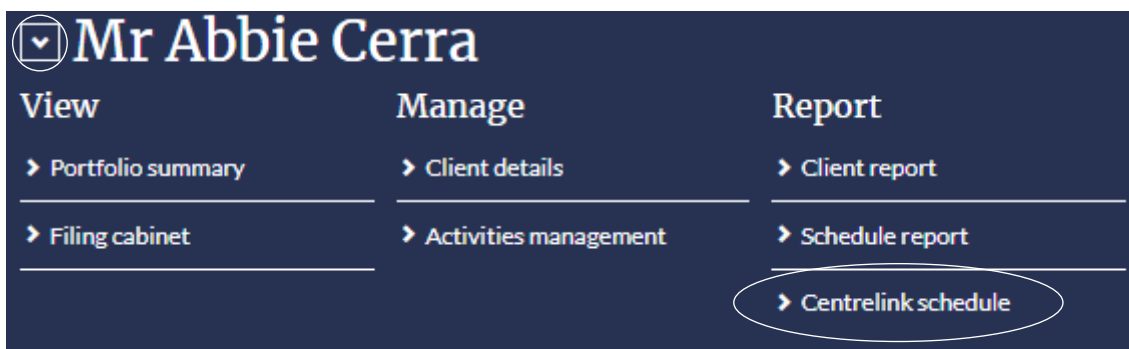
## Help Guide

This guide will take you through the process of how to generate a Centrelink schedule online.

1. Enter the client's name or account number into search bar. The portfolio summary page will appear.



2. Click on the down arrow next to the client's name at the top of the summary page to reveal the Client Menu. Under *Report*, select *Centrelink schedule*



3. Select [Create Schedule]. PDF will download and will appear on the bottom left corner. Click the PDF document to open.

### Centrelink Schedule

Client Name	Ms Lucja Walker
Account	<input checked="" type="radio"/> Acclaim Pension - A0200439 - Ms Lucja Walker (Active)
Save Options	<input type="checkbox"/> Save to the client's filing cabinet

