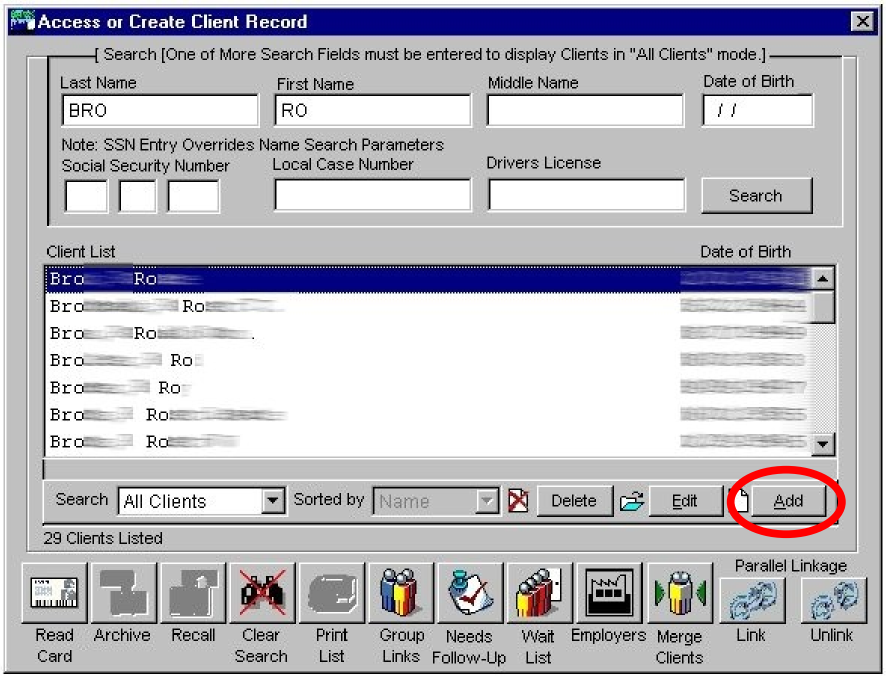
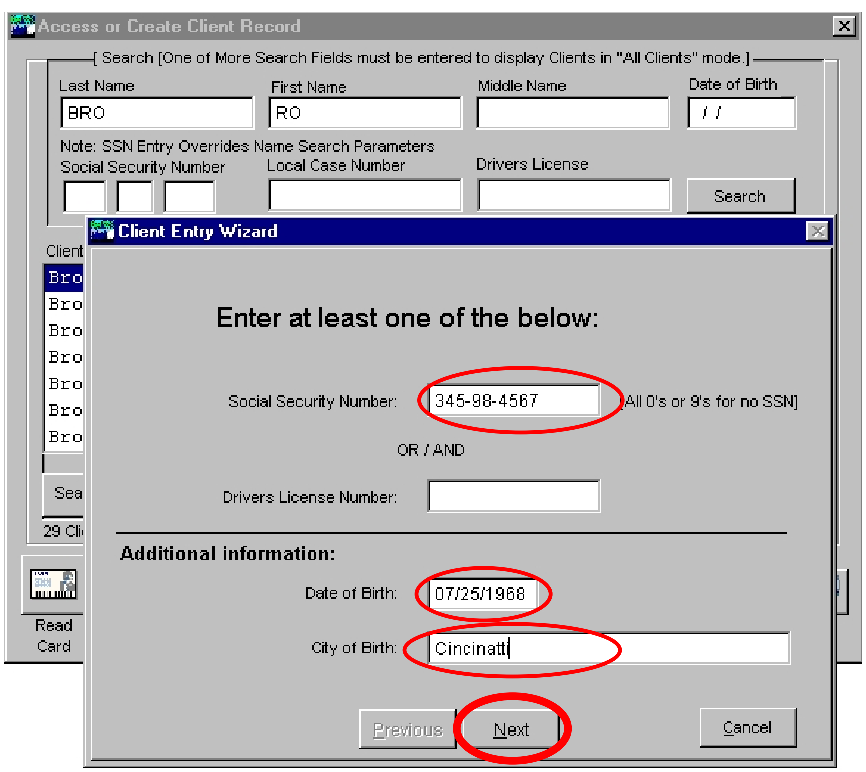
Adding a New Client

1) Search for the client, to *make sure* they are not already in the system.

(See "**Searching for a Client**" for instructions.)



2) If the client cannot be found in the system, click the **Add** button.



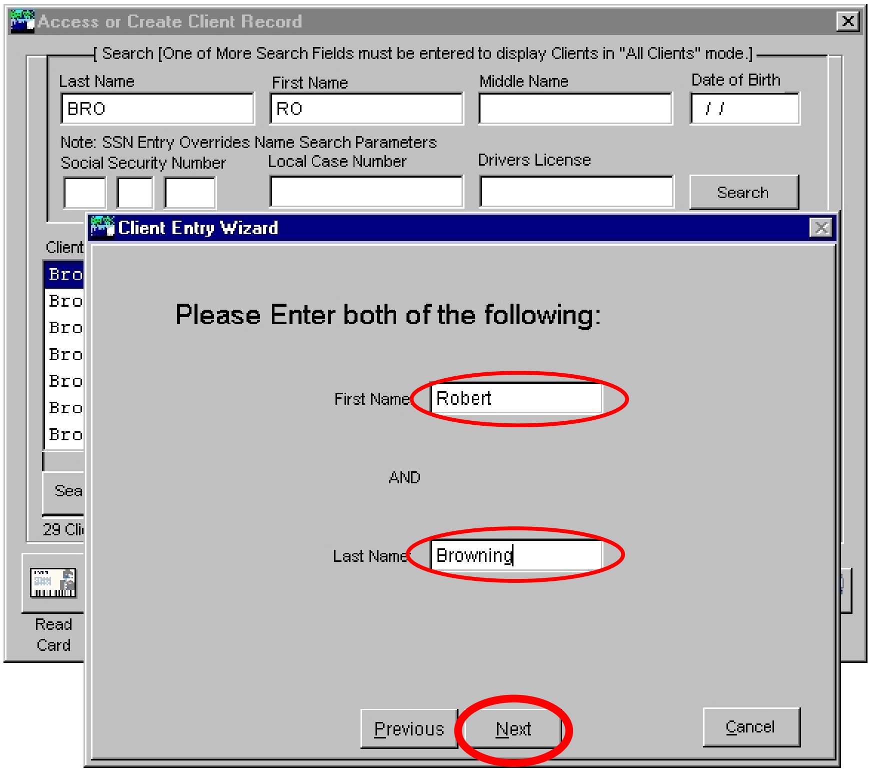
3) Enter the client's

Social Security Number

Date of Birth

City of Birth

then click **Next**.

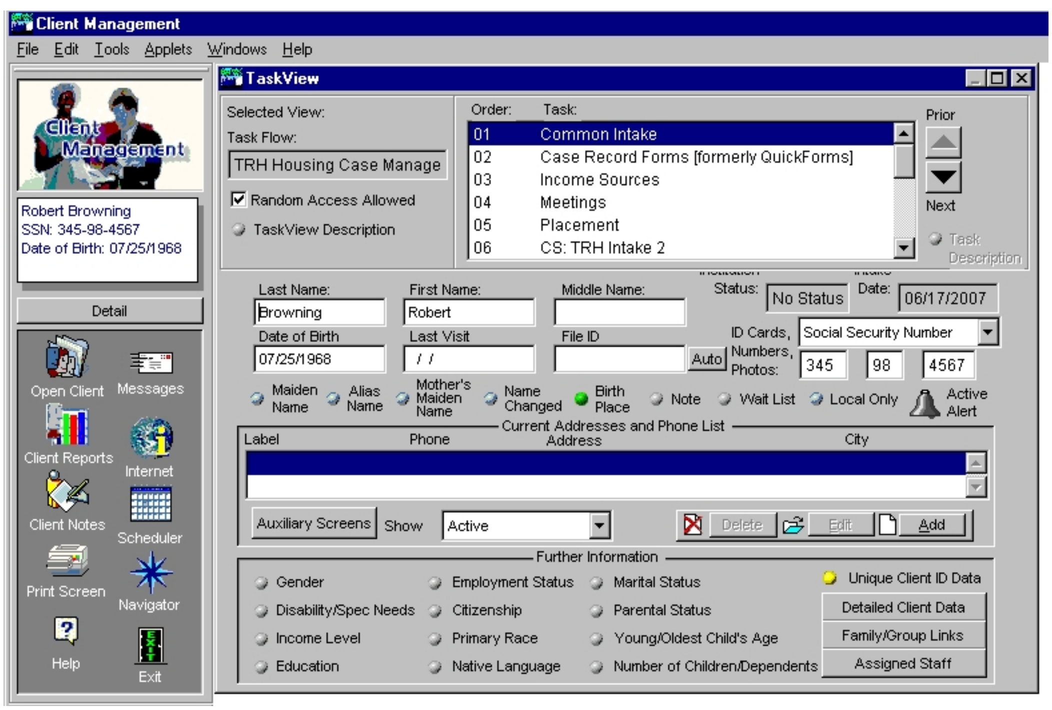


4) Enter the client's

First Name

Last Name

then click **Next**.



The **Common Intake** screen will appear, ready to enter more client information.