## Adding Members to an Existing Household
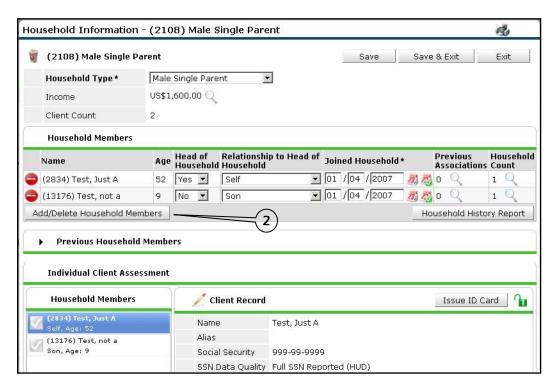
1. View the existing client's ServicePoint record.



2. Click the **Manage Household** button. **(1)** The Household Information screen will display.
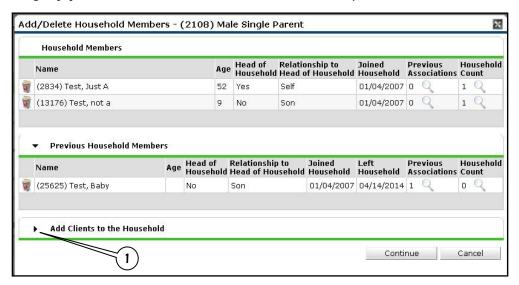


3. Click the **Add/Delete Household Members** button. **(2)** The **Add/Delete Household Members** screen shown on the next page will display.
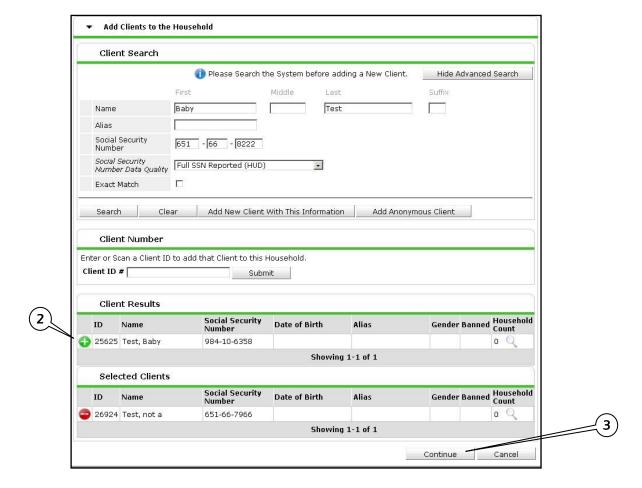
4. Click on the triangle **(1)** next to **Add Clients to the Household** to expand the client search section.
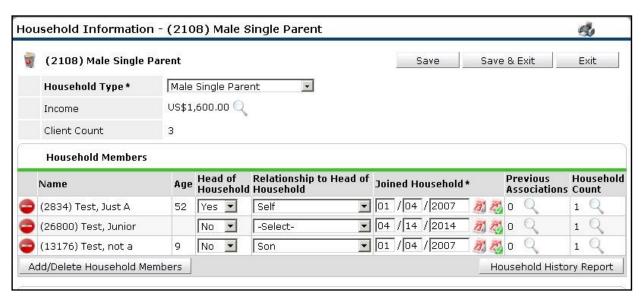


5. Search for the household member(s) that you would like to add to the household.  If the household member is listed in the Client Results section, click the green plus icon **(2).**  If the household member is not listed in the Client Results section, click the **Add New Client  With This Information** button to create a new ServicePoint record for the household member being added.  Clients who will be added to the household will now be listed in the Selected Clients section of the window.  Click **Continue (3)** to open the **Household Information** window displayed on the next page.

6.  Answer the household information questions for the household members that you are entering: Head of Household, Relationship to Head of Household, and Joined Household (remember the Joined Household date pre-fills with the data entry date.



7.  Click **Save & Exit.**