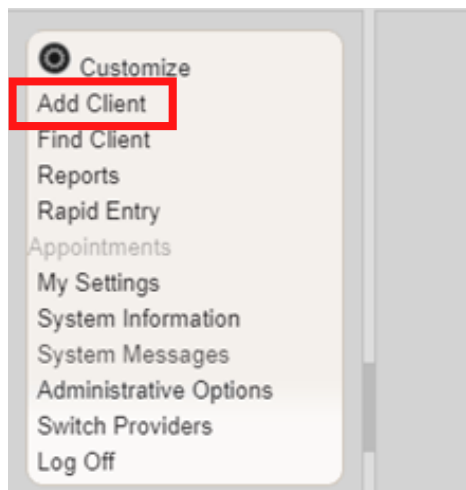
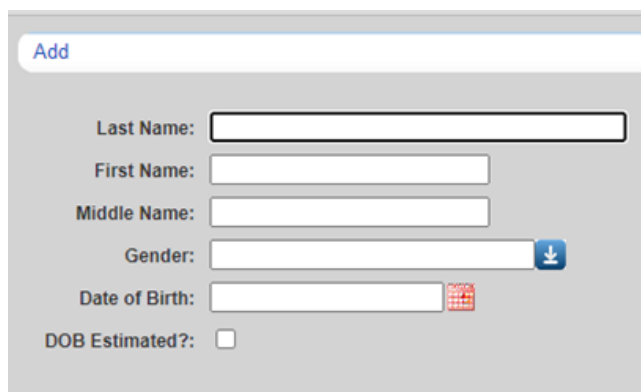


HOW TO ADD A CLIENT

01 Select **Add Client** from the main menu and a new tab will open in your browser.



02 Enter the Last Name, First Name, Gender, and Date of Birth of the client. All fields are required, except Middle Name and the DOB Estimated checkbox . Click **Add**.

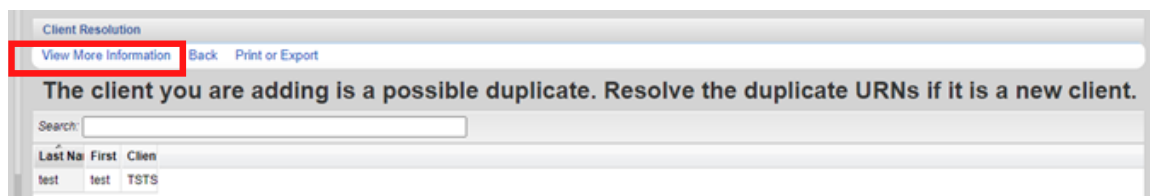
A screenshot of a web form titled 'Add'. The form contains the following fields: 'Last Name:' with a text input field, 'First Name:' with a text input field, 'Middle Name:' with a text input field, 'Gender:' with a dropdown menu and a blue arrow icon, 'Date of Birth:' with a text input field and a calendar icon, and 'DOB Estimated?:' with an unchecked checkbox.

Note: Enter the **legal** last name, first name and Date of birth of the client from an identification card such as driver's license, birth certificate, social security card, passport or other official document.

HOW TO ADD A CLIENT

POSSIBLE DUPLICATE CLIENT

- 01 If a client's information is similar to an existing CAREWare record, you will see the message stating "The client you are adding is a possible duplicate."
- 02 Select the client from the list and select **View More Information** to review additional client information.



- 03 Compare client information to determine if this is the same client.
- 04 If it is the same person, click **This is the same client**. The existing client record will be displayed. If it's a new client, click **This is a new client**. Doing so will create a new client record. If the client matches multiple clients in the database, click **Back** and repeat step #2.