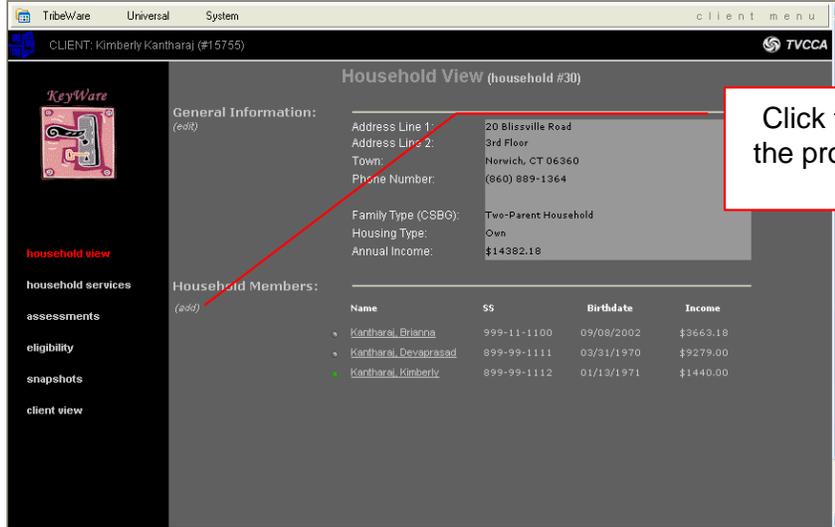
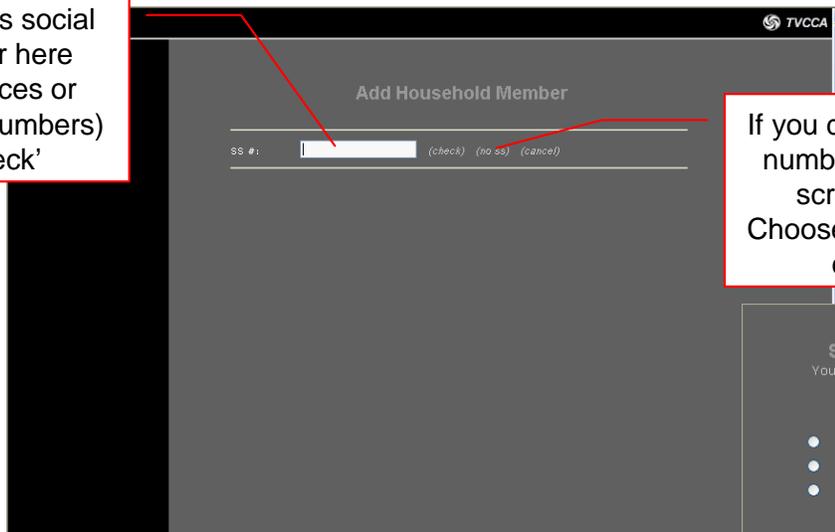


# How to Add Another Person to a Household

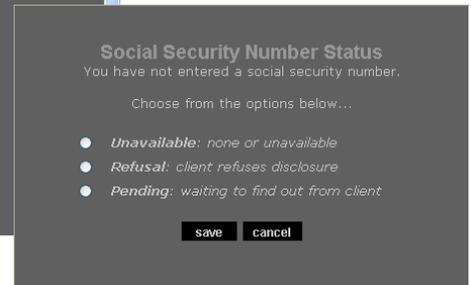


Click the 'add' button to begin the process of adding a person to the household

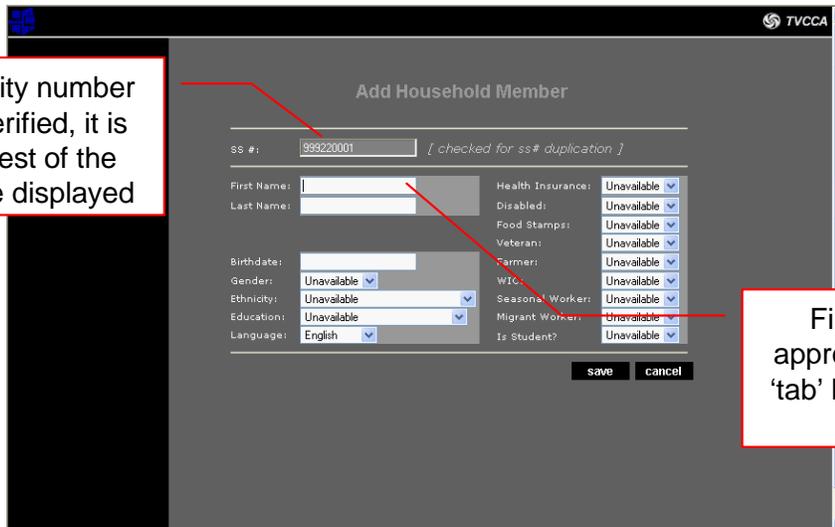
Enter the person's social security number here without any spaces or dashes (just the numbers) and click 'check'



If you do not have a social security number, click on 'no ss', and the screen below will come up. Choose the appropriate option and click the 'save' button



If the social security number is successfully verified, it is locked and the rest of the fields for input are displayed



Fill in all the fields with the appropriate information – hit the 'tab' key after each field to get to the next one

# How to Add Another Person to a Household (continued)

KeyWare

### Add Household Member

SS #: 999220002 [ checked for ss# duplication ]

First Name: Household  
Last Name: Member

Birthdate: 3/4/1981  
Gender: Other  
Ethnicity: Asian / Pacific Islander  
Education: Grade 12 plus some college  
Language: English

Health Insurance: Yes  
Disabled: No  
Food Stamps: No  
Veteran: No  
Farmer: No  
WIC: No  
Seasonal Worker: No  
Migrant Worker: No  
Is Student? No

save cancel

Click the 'save' button to complete addition of the new household member

TribeWare Universal System

CLIENT: Devaprasad Kantharaj (#30)

### View Household Member

General Data:

First Name: Household  
Last Name: Member  
Social Security: 999220002  
Birthdate: March 4, 1981  
Gender: Other  
Ethnicity: Asian / Pacific Islander  
Education: Grade 12 plus some college  
Language: English

Health Insurance: yes  
Disabled: no  
Food Stamps: no  
Veteran: no  
Farmer: no  
WIC: no  
Seasonal Worker: no  
Migrant Worker: no  
Is Student: no

Income Listing:

Income Type	Monthly Amount
ANNUAL INCOME:	\$.

household view

Click here to open a screen where you can make any corrections and return to this screen

Click here to add any income associated with this household member

