

## Adding Household Members to Household

### How to add someone to an existing client's household

1. View the existing client's ServicePoint record.
2. Click on the pencil next to their household type to open the Household Information window.

Households			
ID	Type	Head of Household	Relationship
33	Two Parent Family	No	Daughter
*Tucker-Pritchett, Lily			

3. Click 'Add/Delete Household Members' to open the Add/Delete Household Members window.

Household Members						
Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(78) Tucker-Pritchett, Lily		No	Daughter	07 / 16 / 2012	0	1

4. Click on the triangle next to 'Add Clients to the Household' to expand the client search section.

**Add Clients to the Household**

5. Search for the household members that you would like to add to the household. If the household member is listed in the client results, click on the green plus icon. 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 to be added. Clients who will be added to the household will now be listed in the Selected Clients section of the window. Click 'Continue' to open the Household Information window.

**▼ Add Clients to the Household**

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**Client Search**

Please Search the System before adding a New Client.

First:  Middle:  Last:  Suffix:

Name:  Alias:  Social Security:

Quality:  Exact Match: ☐

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**Client Number**

Enter or Scan a Client ID to add that Client to this Household.

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**Client Results**

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
77	Pritchett, Mitchell						0

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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.)

**Household Information - (33) Two Parent Family**

(33) Two Parent Family

Save Save & Exit Exit

Household Type \* Two Parent Family

Income US\$0.00

Client Count 3

Answer the household information questions for the household members you just added to the household

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(77) Pritchett, Mitchell		No	-Select-	03 / 19 / 2013	0	1
(79) Tucker, Cameron		No	-Select-	03 / 19 / 2013	0	1
(78) Tucker-Pritchett, Lily		No	Daughter	07 / 16 / 2012	0	1

Add/Delete Household Members

The Household Count should be 1, if it is not contact the helpline

Make sure that the each person should only have one household. The last column is the Household Count and if the count if more than 1, please contact the helpline for assistance.

7. Click 'Save & Exit' to return to the client's Summary tab.

Questions, Comments: Please contact the Multnomah County ServicePoint helpline at (503) 970-4408 or [servicepoint@multco.us](mailto:servicepoint@multco.us)