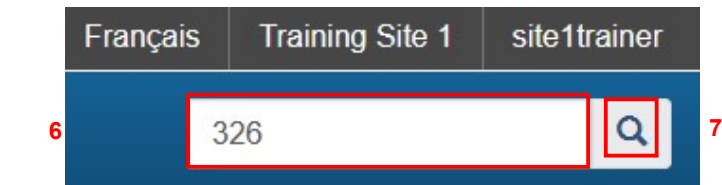


How to Search for a Client



1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”.

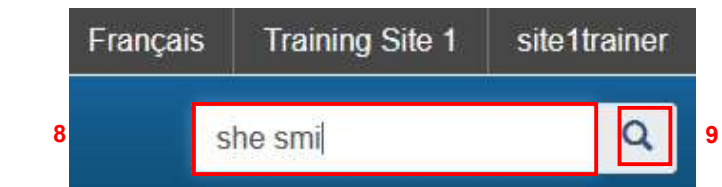
◆ **NOTE:** There are no steps 2 – 5, continue to step 6.



To search by (Client) ID

The ID is a unique, system-generated number that is visible to a user when a **Client List** is viewed.

6. On the **HIFIS Home Screen**, enter the client **ID** number in the **Client Search** dialog box.
7. Select **Search** to find the client.



To search by Name

8. On the **HIFIS Home Screen**, enter part of the client’s name in the **Client Search** dialog box.

◆ **NOTE:** You must enter a minimum of three characters to execute a search. You may search by a client’s first, middle and/or last name. The less you enter the better the chance to find an existing name. For example, for “Shelley Smithers” you could enter “She Smi”.

9. Select **Search** to find the client.