![BC HOUSING]

How to Enter a Housing Loss Prevention Record

1. From the HIFIS log-in screen, enter your **User Name**.

2. Enter your **Password**.

3. Select the **Service Provider** from the drop-down list.

◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .

4. Select **Log In**.

5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**

6. From the **HIFIS Home Screen**, in the **Client Search** dialog box enter client's first and last name.

7. Press the **Search** button to see if a client record exists.

8. When the client's name comes up in the **Client List**, click on it to select them.
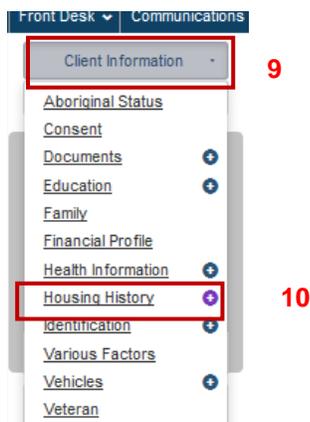
9. Select **Client Information**.

10. Select **Housing History**.

11. Select **Add Housing Loss Prevention**.

12. Enter the **Reason for Service**.

13. Enter the **Start Date** the support was provided.

14. Select the **Caseworker** who assisted the client.

15. Enter the **Program** funding the support.

16. Enter the **First Follow-up Date** (six months from the **Start Date**).

17. Click **Save**.

◆ **NOTE:** After completing this record, you must record what was provided to the client.