



## How to Enter a Service Provided to a Client



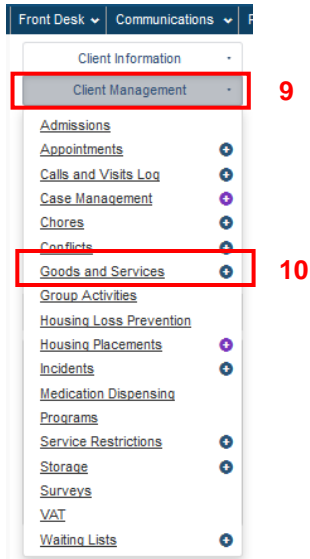
1. From the HIFIS log-in screen, enter your **User Name**.
  2. Enter your **Password**.
  3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
  5. If you have forgotten 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 the client's first and last name.
7. Click the **Search** button to see if a client record exists.



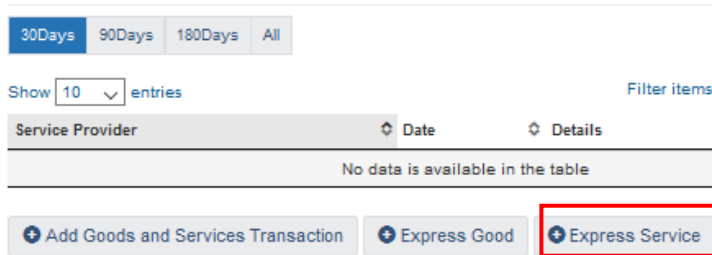
8. When the client's name comes up in the **Client List**, click on it to select them.



9. Select **Client Management**.

10. Select **Goods and Services**.

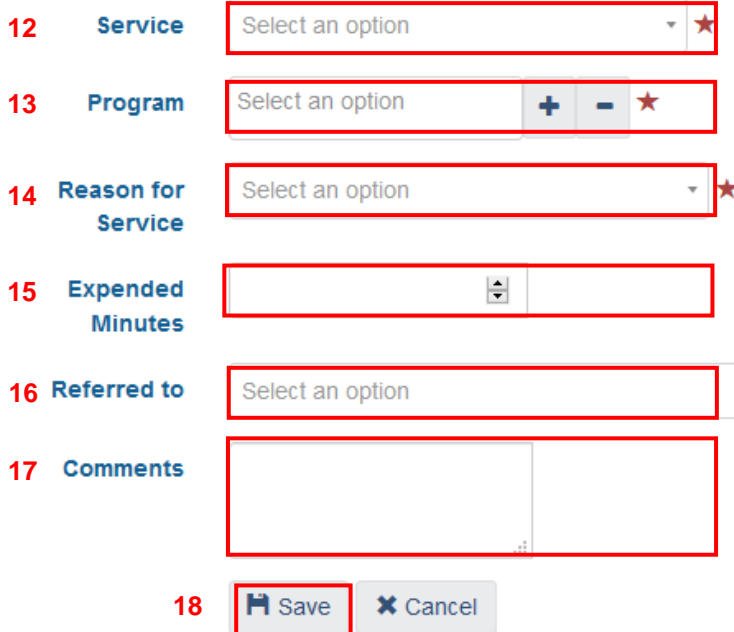
### Client - Goods and Services



11. Select **Express Service**.

11

### Add Express Services Transaction



12. Select a **Service** from the drop-down list.

13. Select the **Program** funding the services from the drop-down list.

14. Select the **Reason for Service** from the drop-down list.

15. Optional: Enter the **Expended Minutes** it took to perform the service.

16. Optional: If you have referred them to someone, enter that in the **Referred to** field.

17. Optional: Enter any comments in the **Comments** field.

18. Select **Save**.