
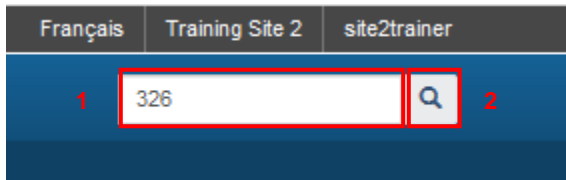


How to Search for a Client



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?**



To search by ID

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

1. From the **HIFIS Home Screen**, enter the **Client ID** number in the **Client Search** dialog box.
2. Select **Search** to find the client.



To search by name

1. From the **HIFIS Home Screen**, enter the client's name in the **Client Search** dialog box.
2. Select **Search** to find the client.