

A county office can add a member to any family profile through the manager screens.

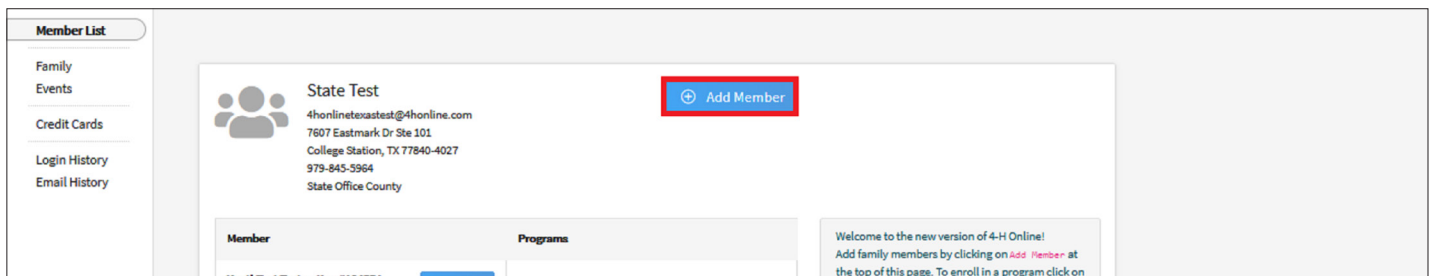
- Click on the magnifying glass at the top of any manager screen.



- Type in the family last name or email.
- Click the family's name from the list.
- Click the View button



- Review the existing members list and click the blue Add Member button.



- This will start the process of adding the information for this member to the system.