

Client Demographic Change Request

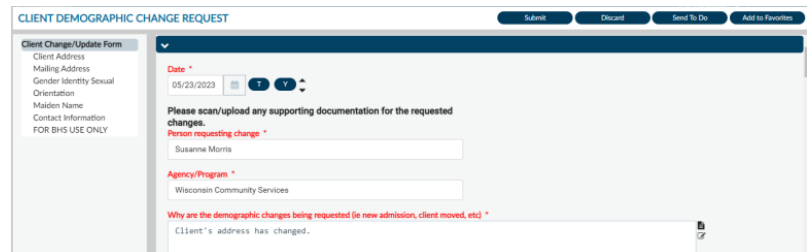
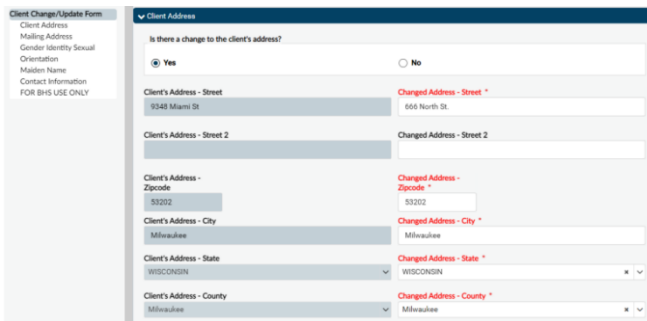
Purpose: How non-DHHS users can request demographic changes to client's record

Steps:

1. Open the **Client Demographic Change Request** form via the *What can I Help you Find?* menu or *My Favorites*
 - a. If client has no prior entries, form launches automatically
2. Click **Add** on pre-display menu
3. Enter **Person Requesting Change, Agency/Program, and Why are the demographic changes being requested**
4. Locate demographic item requiring change and click **Yes**
5. Enter new or corrected information

Repeat steps 4-5 if multiple changes are required.

Can use tabs on left-hand side to jump sections quickly

6. Complete **Were these demographic changes verified**
7. If documentation was uploaded to record, select **Yes**
8. Click **Submit**

