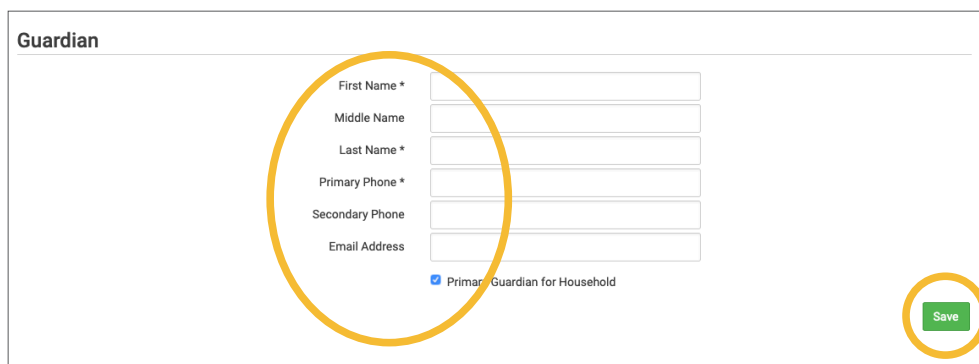


When a new household enrolls in a site, a new household should be created. Remember that all participants in a household are linked to a single income form and household address.

To add a new household:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “Add New Household” button.
- Enter the household address and click “Save”.
- If the participant is under the custodial care of someone else, click the blue “Add Guardian” button.
- Complete the first name (required), last name (required), phone number and email for the parent/guardian.
- The “Primary Guardian for Household” is checked by default. You can uncheck this box if this guardian is not the primary guardian.
- Click “Save”.

A screenshot of a web form titled "Guardian". The form contains several input fields: "First Name *", "Middle Name", "Last Name *", "Primary Phone *", "Secondary Phone", and "Email Address". Each field is represented by a white rectangular box with a thin border. Below the "Email Address" field is a checkbox labeled "Primary Guardian for Household" which is checked. A large yellow circle highlights the "First Name", "Middle Name", "Last Name", "Primary Phone", and "Secondary Phone" fields. A smaller yellow circle highlights a green "Save" button located in the bottom right corner of the form area.

- The household is now ready to be completed with the participants’ information and the household income form. Please see separate instructions for those tasks.