



Job Aid: Registering Persons

Step-by-Step Instructions

1. Click the toggle to the **Shortcuts** folder.
2. Click the **Registration** folder and select the **Person** hyperlink.
3. Conduct the Person Search. Refer to the *Searching for Persons* procedure.

No Search Results	Prospect Person w/Source NC FAST	Person w/Source CNDS	Registered Person w/Source NC FAST (Not a Prospect Person)
a. Click Next	<p>a. Select the applicable radio button.</p> <p>b. Click Next</p> <p>NOTE: If there is more than one prospect person, select one prospect person to register. Do NOT register a prospect person if there is already a NC FAST registered person or a CNDS source.</p>	<p>a. Select the applicable radio button then click Next.</p> <p>b. Verify the information on the CNDS Person Information screen then click Next.</p> <p>NOTE: If there is more than one CNDS source, review search results by toggling to verify client information. After confirming all CNDS sources are connected to the same individual, register each of the CNDS sources and merge. Refer to the <i>Completing Person Merge Job Aid</i>.</p>	<p>a. Click Cancel (Client is already registered in NC FAST.)</p> <p>NOTE: If there is more than one registered source, refer to <i>Completing Person Merge Job Aid</i>.</p>

4. Complete all mandatory fields marked with an asterisk (*) and enter applicable address information then click **Next**.
Note: DO NOT enter a SSN, or any number, in the Reference field.
5. On the Validate Primary Address screen, select either Entered Address or Suggested Address. Click **Next**.
6. On the Validate Mailing Address, select either Entered Address or Suggested Address if applicable. Click **Finish**.
7. The Person page displays. If the client has a SSN, refer to *Adding/Editing the SSN Job Aid*.