1. Select “enter new client” from the side panel of Rapid Entry.
2. Enter all required information (first name, last name, DOB, gender, and street address).

3. Select **Find**.
4. The system will populate with an existing user.
5. Do not select an answer in the Yes/No section.
6. In the **Add Client** section, select “Without Signed Disaster-Related Consent”.
7. Select **Submit**.
Note: Enter a New Client

If you receive a pop-up reminding you about disaster-related clients (like below), select OK.
8. Enter the mandatory information in the **Personal Information**, **Client Information**, and **Address Information** sections.

9. Select **Continue Add**.

Be sure to complete both sections!
10. A client summary will populate in the next screen.
11. Double check the information and select **Continue**.
12. It is likely the client listed in the **Personal Information** section will not be a match. If this is the case, select **Create New Client**.
13. On the list of potential matches, verify the listed match does not match the client for whom you are searching.

14. Select **Create New Client**.
15. Select **OK** when prompted to override the system match.
16. Select the option from the **Consent Verification** screen that most closely describes your client.

17. Select **Affirm**.