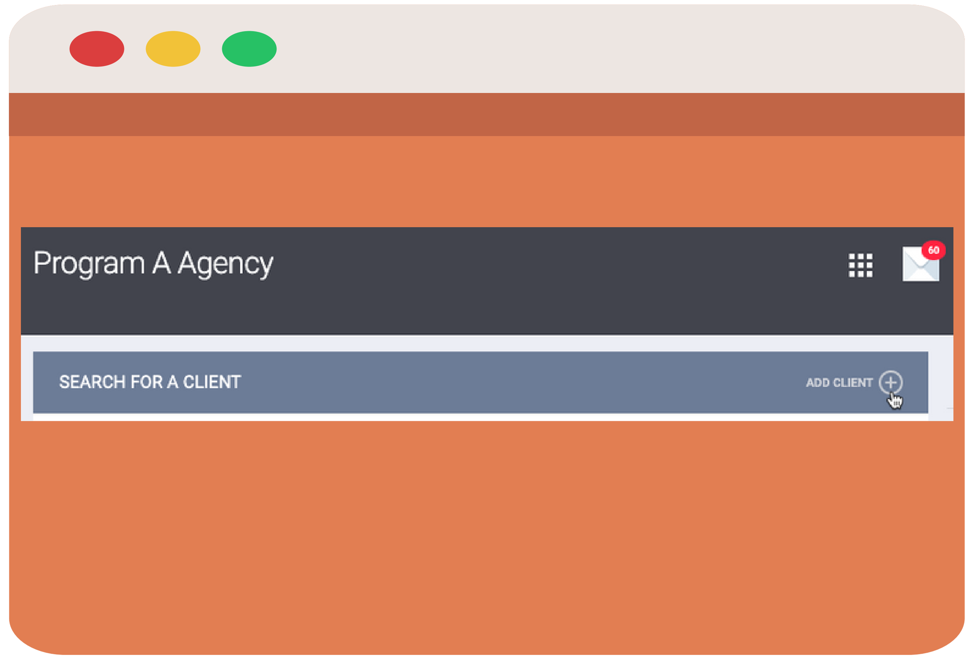
# CREATING AN HMIS PROFILE

This guide explains how to enter client information and photos into Clarity Human Services. For further detailed instructions, please review the help center article How Do I Create A New Client Record?

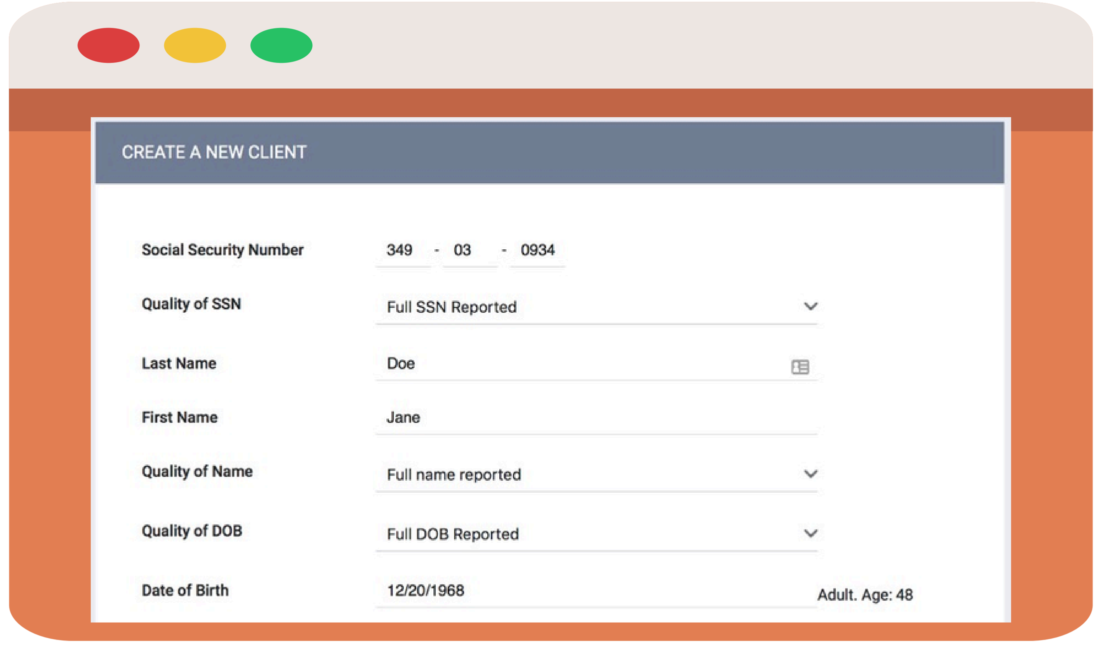
HAVE QUESTIONS OR NEED ASSISTANCE PLEASE CONTACT THE HELP DESK OR EMAIL SUPPORT@BITFOCUS.COM

**Need Assistance?**

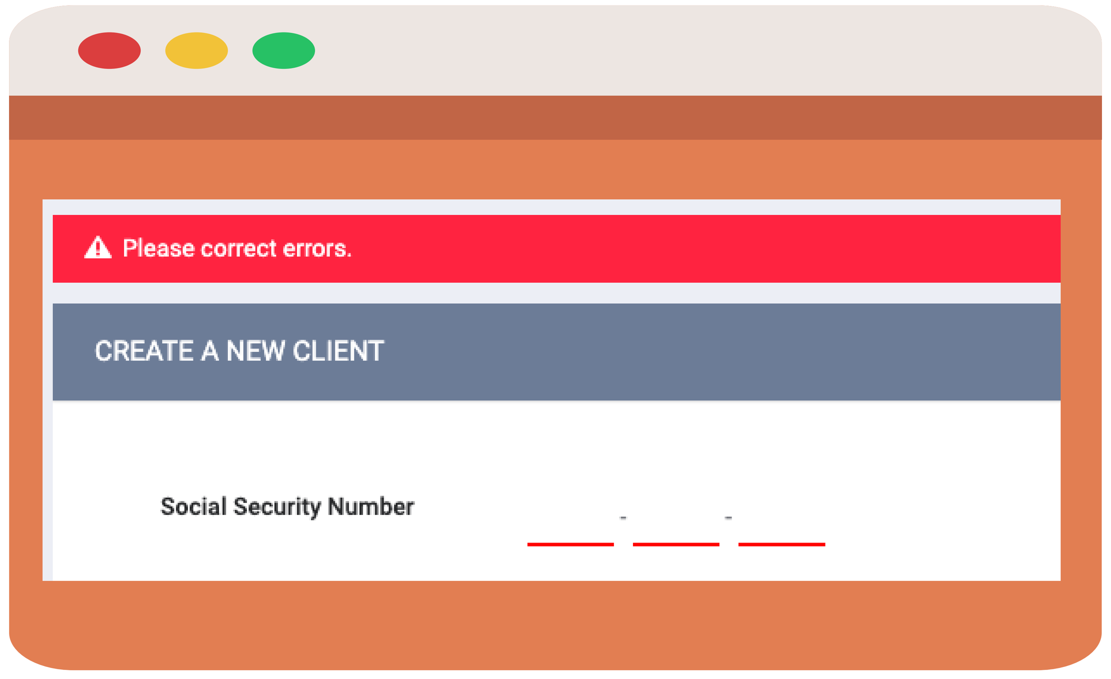
**Step 1** If you search for a client record and do not find it in the system, click ADD CLIENT on the SEARCH FOR A CLIENT page to create a new record.



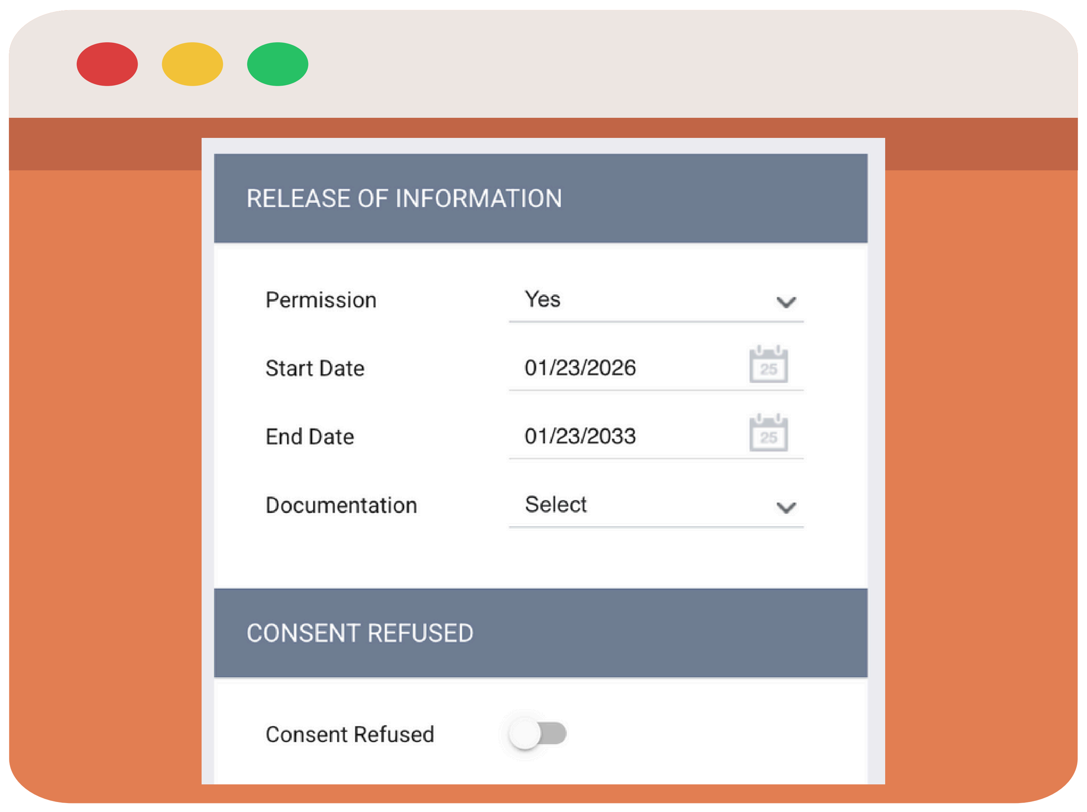

**Step 2** The CREATE A NEW CLIENT page is where you'll record core data about the client.



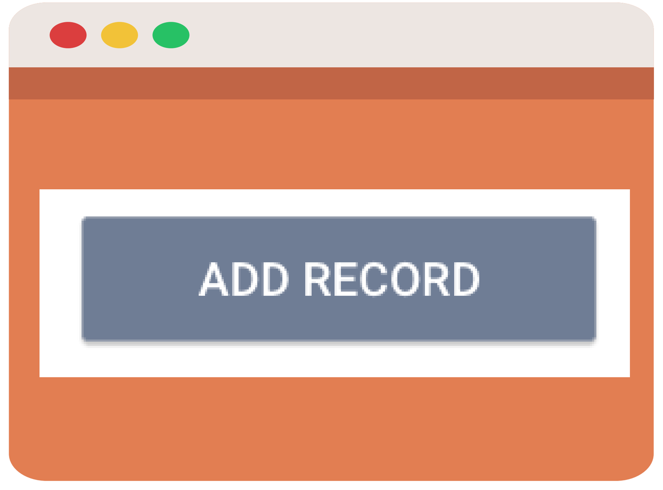

**Step 3** Certain fields are required before you can save the record. If a required field is left blank, the system displays a banner to indicate that the record cannot be saved.



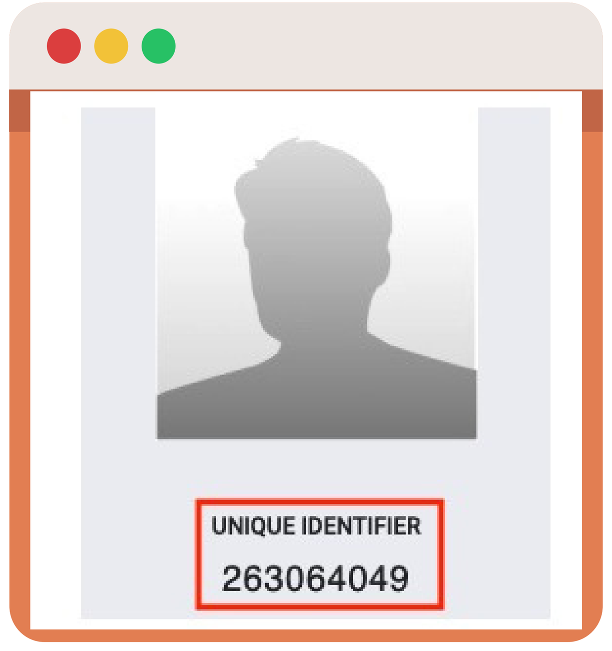

**Step 4** Please fill in the Release of Information form at the bottom of the screen, or toggle on Consent Refused and follow the steps on How to Create an Anonymous Profile



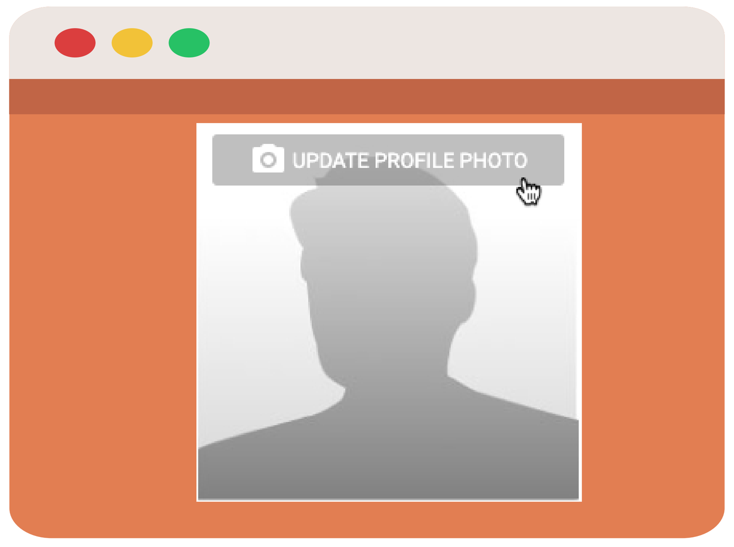

**Step 5** Click ADD RECORD to create the client profile



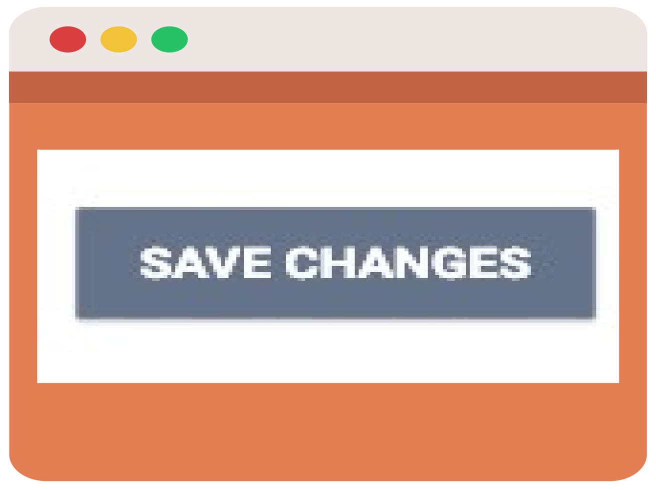

**Step 6** The system displays the client's Unique Identifier (UID) on the right side of the screen.




**Step 7** To add a photo to the client record, hover over the default Client Profile image and click UPDATE PROFILE PHOTO.




**Step 8** Once you are done select SAVE CHANGES




Once you have completed entering all demographic information, the client profile should look like this.