ADDING A PARTY
Updated 02/06/2008

STEP 1 - Searching for a party prior to adding.

- Before adding a party, a search of the database for the party must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.
- Enter the last name and click **[Search]**.

    Search Hints:

    • Enter one field of data for each search.
    • Format Social Security Number or Tax ID with hyphens.
    • Include punctuation. (O'Brien)
    • Try alternate search clues if your first search is not successful.
    • Partial names can be entered.
    • Wild cards (*) are not required at the end of search strings.

STEP 2 - If there are no matches, the system will return a **No Person Found** message.

- If the system finds a match, you can select that name and a "popup" box will give you the rest of the information as it is in the database. Verify that the information is correct before selecting.
- If available information is incorrect or if the party is not in the database, proceed to add the party.
- Click **[Create New Party]**.
- Click the **[Next]** button.

STEP 3 - The PARTY INFORMATION screen displays.

- Complete all applicable fields.
- Select the **[Add]** button.

STEP 4 - Select the newly added party, which should appear in the selection screen of the event being processed.