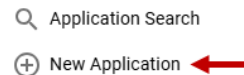


FamilyCentral – Application Processing Manager

Processing Managers have no restrictions on the data they can see. All data, including sensitive information, will be displayed when searching and exporting.

Create, Edit, and Submit Applications

- A** Select **New Application** from the menu options.



- B** You will be asked to insert the Household, Parent/Guardian, and Child information.

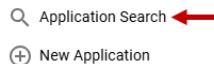
- C** After every section, press **Save & Continue** to proceed.

- D** Press **Preview** once completed.

- E** Review the inserted information. If any edits are needed, press **Edit**. If everything is correct, press **Submit**.

Search and Export Applications

- A** Select **Application Search** from the menu options.



Notes:

- The page displays different fields by which to search based on the selection made in the **Search By** field.

- Searching by the **Entered By** field requires an exact match to what is entered and is based on the username.

- B** Press **Search**.

- C** Select the Application from the Search Results. FamilyCentral will redirect you to the application for its full details.

- D** To export, press **Export** and select your preference for exporting. You can download the file in CSV, Excel, or Print Format.

