Agencies can link household members to more than one household. *(Example: Minor child who splits their time between two households.)*

When adding a household member, if they already exist in the system, you can choose to link them to the current household. This still keeps them attached to the other household they're in.

1. Search for the household you want to link the person to.

2. Click on “Add” to add the person you want to link to the household.

3. When the "Possible Duplicate" notification appears, click on "See More"

4. If this is the client you are looking for:
   A. click on “Yes”

4B. Then click on “Link” to add client to this household.

5. Select the client’s relationship to the Head of the Household
6. You will be asked if you're sure you want to link this member to this household. Click on "Link" to confirm. They will have the same client ID number in both households.

You'll know someone’s linked to another household when you see the "link" icon beside their name in the Household Members section.

When viewing a linked household member's profile, the composition of both households that they're linked to will be displayed.