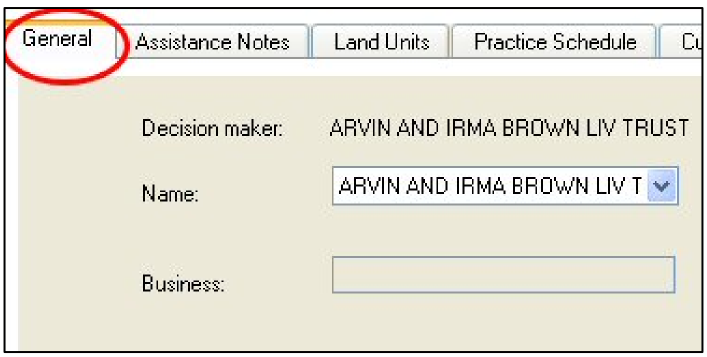
Adding an Associated Customer

Abstract
The purpose of this guide is to demonstrate how to add an associated customer to an existing customer file in Toolkit.

Steps: General Tab, Add Associated Customer, Select from SCIMS.

Details

1. **Click** on the *General* tab.

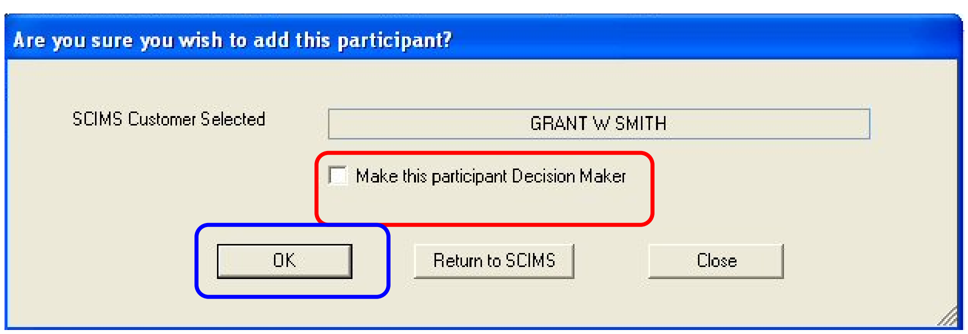


2. **Click** on the ***Add Associated Customer*** button on the bottom of the screen.

3. The *SCIMS Screen* will open. **Select** your state and county. **Search** for the associated person.

4. A new screen will open allowing you to designate a person as decision maker and check to make sure you have the right person (if you want this new person designated as the decision maker, **check** a check mark in the *Make this participant Decision Make*r box).

5. Click **OK**.



Note: When clicking on the down arrow next to the landowner's name, you will now see both customers.