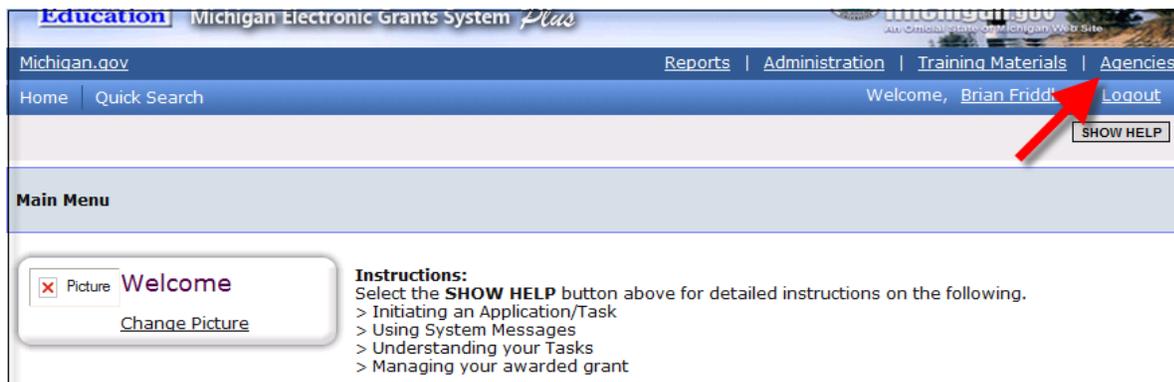# MEGS+: ADDING SOMEONE TO AN AGENCY

Adding Someone to the Agency – MEGS+ Level 5 must do the following:

If the person being added is brand new to the agency, they must be added to the agency BEFORE they can be added to an application.

1. Log into MEGS+.

2. Use **Quick Search** at the top of the page to find the program application you are wanting to add the person to. **Note:** The new person will need to be added to each specific program application they need access to.

3. Click on the specific application the person is being adding to.

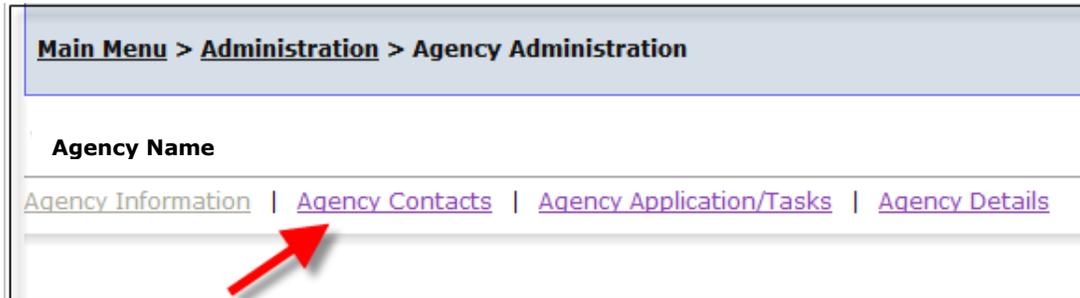4. Click on **Agencies** in the top right corner.

5. Click on the agency name. Most will have only one agency available, but some may have multiple agencies.

MEGS+: ADDING SOMEONE TO AN AGENCY
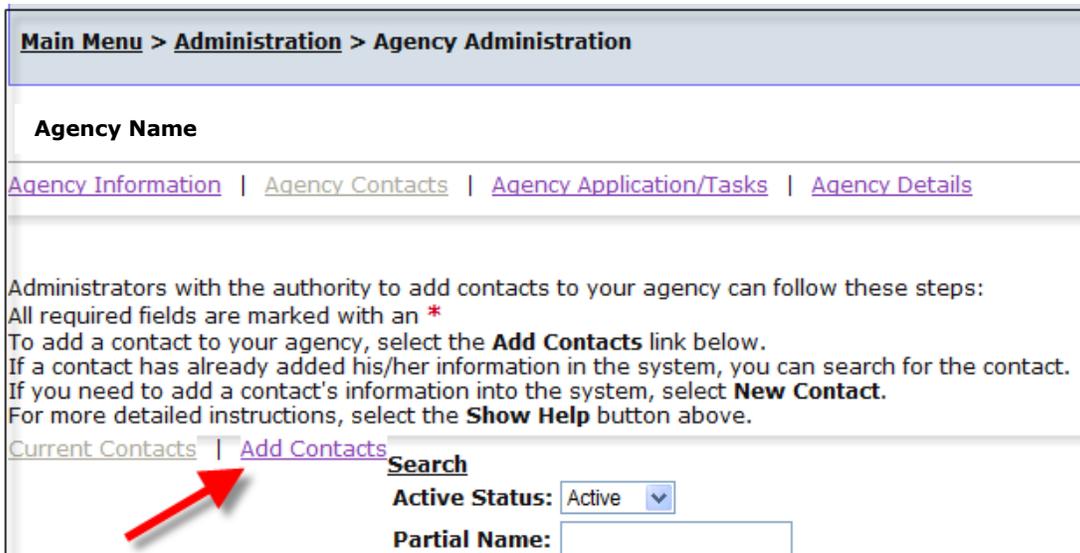
6. Click on **Agency Contacts**.

> **Main Menu > Administration > Agency Administration**
>
> **Agency Name**
>
> Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

7. Click on **Add Contacts**.

> **Main Menu > Administration > Agency Administration**
>
> **Agency Name**
>
> Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details
>
> Administrators with the authority to add contacts to your agency can follow these steps:
> All required fields are marked with an *
> To add a contact to your agency, select the **Add Contacts** link below.
> If a contact has already added his/her information in the system, you can search for the contact.
> If you need to add a contact's information into the system, select **New Contact**.
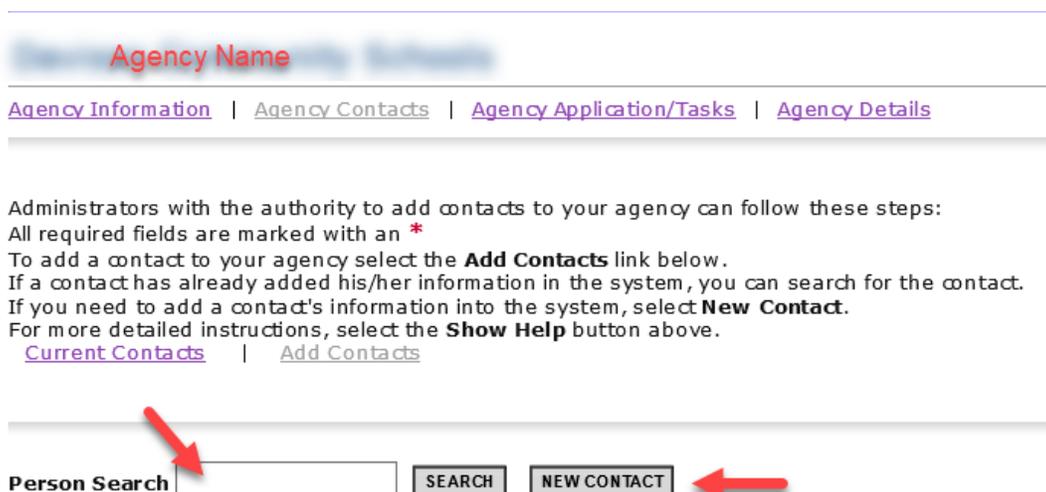> For more detailed instructions, select the **Show Help** button above.
>
> Current Contacts | Add Contacts **Search**
> **Active Status:** Active
> **Partial Name:**

8. Enter last name and click **New Contact.**

> **Agency Name**
>
> Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details
>
> Administrators with the authority to add contacts to your agency can follow these steps:
> All required fields are marked with an *
> To add a contact to your agency select the **Add Contacts** link below.
> If a contact has already added his/her information in the system, you can search for the contact.
> If you need to add a contact's information into the system, select **New Contact**.
> For more detailed instructions, select the **Show Help** button above.
>
> Current Contacts | Add Contacts
>
> **Person Search** [SEARCH] [NEW CONTACT]

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9. Type in the **MEIS number** of the person you are adding and click **Search MEIS.**
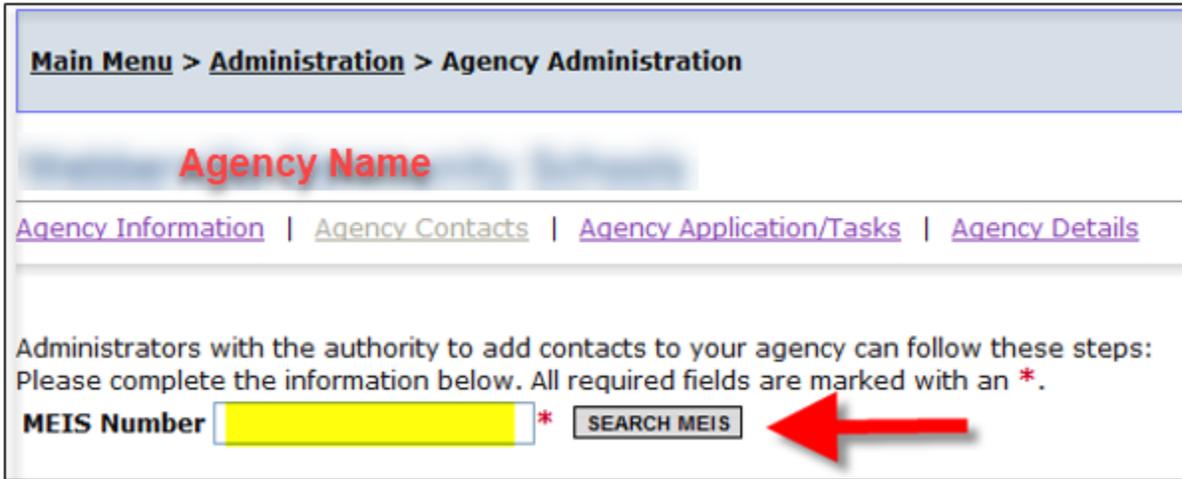
10. Double check to make sure this is the correct person and click the **SAVE** button at the top of the page.