

Purpose

The purpose of this work instruction is to show how to create a Guardianship.

Trigger

Perform this procedure when a Guardianship must be created.

Prerequisites

- A customer record for the person who will have a Guardian must be saved in Business Partner.
- The customer record for the person who will have a Guardian must include a birth date that reflects the individual is under 18 years of age.
- The customer record for the person who will be the Guardian must be in Business Partner.

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description			
A general note of information	f	This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.			
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.			



A critical note	\bigotimes	Use this note to specify something that MUST NOT be done during the procedure.
Contact someone	C	Use this icon to specify to the end- user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.



Procedure

Start the transaction from the MIDAS CRM Home Page. 1.

Home

		Saved Searches •	🔻 Go Advanced 📋
	Home		🖸 Back 🔻 🔝 👻
			ى 🖨
Home		Charles and the second s	
Worklist	Workflow Tasks	2 Alerts	— ×
Business Partner	Action required: Farm Transfer requested from INDIANA/RUSH to INDIANA/SHE Action required: Farm Transfer requested from INDIANA/RUSH to INDIANA/SHE	No result found	
Farm Records	•	Q Search	= ×
Product Master	Web Links	Search Customers/Contacts Search Employees	
Recent Items		Search Farms/Bins Search Member Hierarchies	
JOHN E TAYLOR	😭 Favorites 🔍 🖻 🗙	Search Products Search Requested Products	
TOMMY E SAMEL TOMMY I NELSON ALICE A LUMIA	My Favorites - Filter, All Items -	Create	□ ×
BETTY O ELSNER	會 My Favorites	Create Farm/Bin Create New Product Request	
2.	Busin	less Partner	

Click the **Business Partner** button Accounts page.

Accounts

		Saved Searches -	✓ Go Advanced 前
	Accounts		🖸 Back 🔻 🗔 👻
			L =
Home	Resteh		
Worklist	Search Customers/Contacts		
Business Partner	Search Member Hierarchies		
Farm Records			
Product Master			
Recent Items			
JOHN E TAYLOR MARY E SAMEL TOMMY I NELSON ALICE A LUMIA BETTY O ELSNER			



3. Click the **Search Customers/Contacts** label <u>Search Customers/Contacts</u> to go to the Search: Customers page.

Search: Customers

							Saved	Searches		🔻 Go	Advanced 📋
•	Search: Customers										🖥 Back 🝷 💽 👻
Home	Search for: All Account	s		•							
Werklint	Business Name	🔻 is	-			00					
WORKIIST	First Name	🕶 İS	•			00					
Business Partner	Last Name	🔻 is	-			00					
Farm Records	Middle Nam e	🕶 is	-			00					
	Common Customer Name	🕶 is	-			00					
Product Master	BP Number/ID	🔻 is	-			00					
Recent Items	Role	🔻 is	•		-	00					
JOHN E TAYLOR	Tax ID Number	🕶 is	-			00					
MARY E SAMEL	Tax ID Type	🔻 is	-		-	00					
TOMMYINELSON	Associated State	🔻 is	•	MARYLAND	•	00					
ALICE A LUMIA	Associated County	🕶 is	•	FREDERICK	-	00					
BETTI O ELGNER	Service Center	🔻 is	•	ALL CENTERS	-	• •					
				Aavimum Number	of Results:	100					
					or results.	100					
	Search Clear Reset		Save Search As:		E	Save					
	Result List										
	P New Customer									11	- B
	Inactive BP Number/ID		Common Custo	mer Name Ta	X ID N	Tax ID T	Addres	City	State ZIP Code	Tele	E-Mail

4. As required, complete/review the following fields:

Field	R/O/C	Description
First Name	R	Business Partner's First Name
		Example: Tommy
Last Name	R	Business Partner's Last Name
		Example: Colby



Search: Customers

							Saved S	Searches -			▼ Go	Advanced 💼
	Search: Customers											Back 💌 🖸 📼
Home	Search for: All Account			•								-
Worklint	Business Name	▼ is	-			00						
WORKIISt	First Name	🕶 is	-	Tommy		00						
Business Partner	Last Name	🕶 is	-	Colby		00						
Farm Records	Middle Nam e	🕶 is	-			00						
Draduct Mantar	Common Customer Name	🕶 is	-			00						
Product Master	BP Number/ID	▼ is	-			00						
Recent Items	Role	▼ is	•		-	00						
JOHN E TAYLOR	Tax ID Number	🕶 is	*			00						
MARY E SAMEL	Tax ID Type	▼ is	-		-	00						
TOMMY I NELSON	Associated State	▼ is	-	MARYLAND	•	00						
ALICE A LUMIA	Associated County	🕶 is	•	FREDERICK	-	00						
DETTTO ECONER	Service Center	▼ is	•	ALL CENTERS	-	00						
				Javimum Number d	of Desults:	100						
				viaximum vumber c	or results.	100						
	Search Clear Reset		Save Search As:		E	Save						
	Result List											_
	New Customer										11	10
	Inactive BP Number/ID		Common Custo	mer Name Ta	x ID N	Tax ID T	Addres	City	State	ZIP Code	Tele	E-Mail

5. Click the Search button Search to display the Search Results for the First and Last Name entered.

Search: Customers

							Saved S	earches			▼ Go	Advanced	Î
4	Search: Customers											Back 🔹	-
Home	Search for: All Accounts			•									-
Worklist	Business Name	▼ is	•			• •							
WORKISC	First Name	▼ is	-	TOMMY		0 0							
Business Partner	LastName	▼ is	-	COLBY		0 0							
Farm Records	Middle Name	▼ is	•			0 0							
	Common Customer Name	▼ is	-			00							
Product master	BP Number/ID	▼ is	-			• •							
Recent Items	Role	▼ is	-		•	00							
JOHN E TAYLOR	Tax ID Number	▼ is	-			0 0							
MARY E SAMEL	Tax ID Type	▼ is	-		•	• •							
TOMMYINELSON	Associated State	▼ is	-	MARYLAND	•	00							
	Associated County	▼ is	-	FREDERICK	•	00							
BETTI O EESNER	Service Center	▼ is	-	ALL CENTERS	•	• •							
			r	Maximum Number of Resu	ilts:	100							
	Search Clear Reset		Save Search As:		B	Save							
	Result List: 1 Customer Found												
	P New Customer										11	ی 🖻	
	8 Inactive BP Number/ID		Common Custo	mer Name Tax ID N	. 1	Tax ID T	Addres	City	State	ZIP Code	Tele	E-Mail	_
	8000004786		TOMMY A COL	TOMMY A COLBY NOTAXID		No Tax I	10268	SILVE	Maryland	20904			-

6. Select the **Common Customer Name** from the Result List (Tommy Colby) <u>TOMMY A COLL</u> to go to the Customer page.



				Saved Searches		▼ Go Advanced
	Customer: TOMMY A COLBY					🖸 Back 👻 💽 👻
	🗄 Save 丨 🗙 Cancel 丨 Fact Sheet 🛛 🛓]PDF Fact Sheet │ More ≠				R 🖨
Home						^
Worklist	Customer Details Customer Pro	file Roles Identification Numbers				
Business Partner	Edit					
	General Data		Main Address and Communica	tion Data		
Farm Records	Current Role:	Individual	Information Line:			
Product Master	BP Number / ID:	8000004786	Address Line:	10268 MAIN ST.		
Decent Items	Prefix:		PO Box:			
Recent items	First Name:	TOMMY	City:	SILVER SPRING		
FLAINE X SLACK	Middle Name:	A	State:	MD	Maryland	
96206 18-139-5176	Last Name:	COLBY	ZIP Code:	20904-2920		
2404 18-139-1404	Suffix:		Country:	US	USA	
	Last Name at Birth:		Telephone Number:			
	Legal Name:	No	E-Mail Address:			
	Common Customer Name:	TOMMY A COLBY	Communication Method:	Post (letter)		
	Language Preference:	English				
	Data Origin:	SCIMS				
	Employee Type:	Not an employee				
	Tax ID Type:	No Tax ID Type				
	Tax ID Number:	No Tax ID Number				
	Notes					
						· · · · · · · · · · · · · · · · · · ·

- 7. Click the **Customer Profile** tab **Customer Profile** to display the date of birth.
- 8. Note the Date of Birth to determine the date upon which the Customer turns 18 and the Guardianship should be revoked. Click the **Customer Details** tab Customer Details.

Customer: TOMMY A COLBY

				Saved Searches -		 Go Advanced iii
	Customer: TOMMY A COLBY					🖸 Back 👻 💟 👻
	🖫 Save 🗙 Cancel Fact Sheet 🛛 🛓]PDF Fact Sheet │ More =				2 🖨
Home		· · ·				
Worklist	Customer Details Customer Pro	file Roles Identification Numbers				
Business Partner	General Data		Main Address and Communica	tion Data		
Farm Records	Current Role:	Individual	Information Line:	alon bata		
Product Master	BP Number / ID:	8000004786	Address Line:	10268 MAIN ST		
	Prefix:		POBox			
Recent Items	First Name:	TOMMY	City:	SILVER SPRING		
TOMMY A COLBY	Middle Name:	A	State:	MD	Maryland	
ELAINE Y SLACK 96206 18-139-5176	Last Name:	COLBY	ZIP Code:	20904-2920		
2404 18-139-1404	Suffix:		Country:	US	USA	
	Last Name at Birth:		Telephone Number:			
	Legal Name:	No	E-Mail Address:			
	Common Customer Name:	TOMMY A COLBY	Communication Method:	Post (letter)		
	Language Preference:	English				
	Data Origin:	SCIMS				
	Employee Type:	Not an employee				
	Tax ID Type:	No Tax ID Type				
	Tax ID Number:	No Tax ID Number				
	Notes					



9. Scroll to display the Representative Capacity tab.

Customer: TOMMY A COLBY

						Saved S	earches	Go Advanced 🗑
	Customer: T	OMMY A COLB	Y					🖸 Back 🔻 🔝 👻
	🖫 Save 🗙 Ca	ancel Fact Sheet	😹 PDF Fact She	eet More∓				2 🖨
Home								
Worklist								
Business Partner								
Farm Records	Control Fla	gs						
Product Master		Archived:						
Descent Harris		Inactive:						
	Addresses	Address Types	Communication Nu	umbers E-Mails				
MARY E SAMEL	New							a
TOMMYINELSON	Actions	Address			Current	Valid From	Valid To	
ALICE A LUMIA BETTY O ELSNER		10268 Main St. / SI	LVER SPRING MD	20904-2920	\checkmark	10/26/2010	12/31/9999	
	Representa	ative Capacity Re	lationships					
	New His	story Data						a
	No result	found						
	Program Pa	rticipation Assoc	iated Counties					
	Edit							()
	Actions C	ustomer Type		Organization Name		General Program Intere	st Current Particip	ant
	F	SA CUSTOMER		FREDERICK COUNT	TY FARM SERVI	Has interest in the prog	ram Not currently pa	rticipating
	Attachment	s						

10. Click the New button **Prevention** in the **Representative Capacity** tab.

Scrolling may be required to display the **Representative Capacity** tab.

Customer: TOMMY A COLBY

		Saved Searches -	Go Advanced 👕
•	Customer: TOMMY A COLBY		🖸 Back 🔻 💽 👻
			L 🖨
Home	← Representative Capacity Relationships		
Worklist	Relationship Category		
Business Partner 🕨			
Farm Records			
Product Master			
Recent Items			
TOMMY A COLBY JOHN E TAYLOR MARY E SAMEL TOMMY I NELSON ALICE A LUMIA			

11. Click the **Relationship Category** dropdown icon 🔽 to display the list of



Relationship Categories.

Customer: TOMMY A COLBY

			Saved Searches	Go Advanced
1	Customer: TOMMY A COL	.BY		🖸 Back 💌 💽 📼
				A 🖨
Home	- Representative Capacity Re	lationships		
Worklist	Relationship Category			
Business Partner				
Farm Records		Has Conservator Has ESA Attorney in Eact		
Product Master		Has Non-FSA Attorney in Fact		
Recent Items		Has Signature Authority		
TOMMY A COLBY JOHN E TAYLOR MARY E SAMEL TOMMY I NELSON ALICE A LUMIA		Has Spousal Signature Authority		

 12. Select Has

 Parent/Guardian

 Has Parent/Guardian

 from the

 dropdown list in the Relationship Category.

Customer: TOMMY A COLBY

				Saved Searches •	Go Advanced
	Customer: TOMMY A COL	.BY			💽 Back 🔻 💽 👻
	🗙 Cancel 🛛 👹 Save & Back				L =
Home	🕶 Guardians				
Worklist	I New				
Business Partner	Actions Relation	nship	Full Name	Addre	955
Farm Records	No result found				
Product Master					
Pecent Items	Effective Date:			Revoked/Cancelled Date:	
Recent items	Status:	Active	•	Revoked/Cancelled Reason:	Ψ.
TOMMY A COLBY	Signatures Count:			Source:	v
JOHN E TAYLOR MARY E SAMEL	Receiving Office:				
TOMMY I NELSON ALICE A LUMIA	Stinulations				
	Supulations.				
	Attach Document:	@ Attach			

13. Click the New button room to open the Full Name entry field.



					Saved Searches -	Go Advanced 📺
4	Customer: TOMM		ВҮ			🖸 Back 🔻 💟 🛡
	🗙 Cancel 🛛 👹 Save & B	ack				ى 🖨
Home	- Guardians					
Worklist						
Business Partner	Actions	Relation	iship	Full Name	e Ad	ddress
Farm Records	Û	Has Par	ent/Guardian		٥	
Product Master					Open 1	Input Help
	Effect	ive Date:			Revoked/Cancelled Date	e:
Recent items		Status:	Active		Revoked/Cancelled Reason	n: 💌
	Signature	es Count:			Source	e: 💌
MARY E SAMEL	Receivir	g Office:				
TOMMYINELSON						
ALICE A LUMIA	Stip	ulations:				
	Attach D	ocument:	@ Attach			

14. Click the Full Name field Open Input Help button 🗇 to go to the Search Criteria.



Search Criteria

Search Criteria										Hide S	earch Field
Search for:	Custo	mer			Ŧ						
Business Name		•	is	-			c	0			
First Name		-	is	-			c	•			
LastName		•	is	-			c	0			
Middle Name		•	is	-			c	0			
Common Custom	er Nam	e 💌	is	-			c	•			
BP Number/ID		•	is	-			c	0			
Role		•	is	-			- o	•			
Tax ID Type		•	is	-			• c	•			
Tax ID Number		-	is	-			c	•			
Legacy State		-	is	-	MARYLAND		- c	•			
Legacy County		-	is	-	FREDERIC	К	• c	•			
Service Center		-	is	•	ALL CENTE	ERS	• c	0			
Search Clear	Reset	Found		M	aximum Num	ber of Resu	ilts: 10	00			
New Customer											1 3

15. As required, complete/review the following fields:

Field	R/O/C	Description
First Name	R	Business Partner's First Name
		Example: John
Last Name	R	Business Partner's Last Name
		Example: Taylor



Search Criteria

search Chiteria										niue s	
Search fo	r: Cus	tomer			T						
Business Name	;	•	is	-			c	0			
First Name		-	is	-	John		C	• •			
LastName		•	is	-	Taylor		0	• •			
Middle Name		-	is	-			0	• •			
Common Cust	om er Nar	me 💌	is	-			0	• •			
BP Number/ID		-	is	-			0	• •			
Role		•	is	-			• 0	• •			
Tax ID Type		-	is	-			• 0	• •			
Tax ID Number		-	is	-			c	• •			
Legacy State		-	is	-	MARYLAND		- 0	• •			
Legacy County		•	is	-	FREDERIC	K	• 0	• •			
Service Center		•	is	-	ALL CENTE	ERS	• 0	0			
Search Clear	Reset	rs Found		М	aximum Num	ber of Resu	ılts: 1	00			
New Custom	er	o round									<u>II</u> &
										1	

16. Click the **Search** button Search to list the Customers meeting the search criteria.



Search Criteria

Search Criteria											Hide S	earch Field
Search for:	Cust	omer			Ŧ							
Business Name		-	is	-			0	•				
First Name		-	is	-	JOHN		0	•				
LastName		-	is	-	TAYLOR		0	•				
Middle Name		-	is	-			0	•				
Common Custom	er Nam	e 🔻	is	-			0	•				
BP Number/ID		-	is	-			0	•				
Role		-	is	-			- o	•				
Tax ID Type		-	is	-			- O	•				
Tax ID Number		-	is	•			0	•				
Legacy State		-	is	-	MARYLAND		- O	•				
Legacy County		-	is	•	FREDERIC	ĸ	v 0	•				
Service Center		•	is	•	ALL CENTE	RS	• o	•				
Search Clear F	Reset	Found		Μ	aximum Num	ber of Resu	ilts: 10	0				
PNew Customer												<u>II</u> &
Inac BP N	umb	Common	Customer Name	Tax ID	Tax ID	Addre	City		State	ZIP Co	Telep	E-Mail
E 8000	008		HINE FAYLOR	NOTA	No Toy	5070	EDE	~	Mandand	01700	11 (00	

17. Select the **Common Customer Name** from the Result List (JOHN E TAYLOR) JOHN EJOHNE TO go to the Customer page.



							Saved Searches	T	•	Go Advanced	
•	Cus	stomer: TOMMY	A COL	BY						🖸 Back 💌 🕻	- 2
	×c	ancel 🛛 🝓 Save & Ba	:k							Ľ	4
Home	-	Guardians									
Worklist		9 New									
Business Partner		Actions	Relation	nship	Full Name	•		Addr	ess		
Farm Records		Û	Has Pa	rent/Guardian	JOHN E	TAYLOR	٥	FRE	DERICK MD 21703-7460		
Product Master											
Pecent Items		Effective	Date:*	04/09/2013	1	Revo	ked/Cancelled E)ate:*	12/31/9999	1	
Recent items			Status:	Active	Ŧ	Revoke	ed/Cancelled Rea	ason:		•	
JOHN E TAYLOR		Signatures	Count:	1			So	urce:	SAP	Ŧ	
MARY E SAMEL		Receiving	Office:	SHELBY COUNTY - IN	đ						
ALIGE A LONING		Stipu	lations:								
		Attach Dor	umont	Attach							
		Allachi Dol	ument.	Malach							

- **18.** Click the **Receiving Office** field Open Input Help button 🗖 to go to the Search Criteria window.
 - 6

The system will default and populate the County Office of the user into the Receiving Office field. If the correct value is reflected, you can skip 6 steps.



The Effective Date defaults to the current date but can be changed.

Service Center Search

State:		•		
County:		-		
	Search			
Service	Center Short Name		Service Center Long Name	
No result f	ound			

19. Click the **State** dropdown icon **T** to display the list of states.



Service Center Search

State:		•		
County:	LOUISIANA			
	MAINE MARSHALL ISLANDS			
	MARYLAND			
Service C	MASSACHUSETTS		e Center Long Name	
No result fo	MICHIGAN			
	MINNESOTA	-		

20. Click the **Receiving Office State** (Maryland) MARYLAND.

Service Center Search

State:				
Ocurto.				
County:		•		
	Search			
Service	Center Short Name		Service Center Long Name	
No result f	ound			

21. Click the **County** dropdown icon **to** display the list of County Offices.

Service Center Search



22. Click the County Office (Frederick) **FREDERICK**



Service Center Search

State: County:	MARYLAND FREDERICK Search	•		
Service No result f	Center Short Name found		Service Center Long Name	

23. Click the Search button Search to display the Service Center.

Service Center Search

State: County:	MARYLAND FREDERICK Search	•	
Service	Center Short Name		Service Center Long Name
FREDEF	RICK COUNTY - MD		FREDERICK COUNTY FARM SERVICE AGE

24. Click the **Box** in front of the Service Center field to populate the County Office Name in the **Receiving Office** field.



						Saved Se	arches -	▼ Go Advanced
	Customer: TO	MMY A COLB	Y					🖸 Back 👻 💽 👻
	🗙 Cancel 🛛 🍇 Sav	ve & Back						ی 🖨
Home	- Guardians							
Worklist	CO Now							
Business Partner	Actions	Relat	onship	Full Nam	e		Address	
Farm Records	Î	Has F	arent/Guardian	JOHN E	TAYLOR	đ	FREDERICK MD 217	03-7460
Product Master	-							
Percent Itoms		Effective Date	* 04/18/2013	[2	Revoked/Cancelled D	ate:* 12/31/9999	6
TOWNYA COLDY		Statu	s: Active		~	Revoked/Cancelled Rea	ason:	•
ELAINE Y SLACK		Signatures Cour	t: 1			Sou	urce: SAP	V
96206 18-139-5176		Receiving Offic	FREDERICK COUNTY FARM SERVICE AGENC		יכ			
2404 18-139-1404								
		Stipulation	s:					
		Attach Documer	t: @Attach					

25. As required, complete/review the following fields:

Field	R/O/C	Description
Revoked / Cancelled Date	R	Date the Representative Capacity was revoked / cancelled
		Example: 04/18/2015



					Saved Se	earches -	▼ Go Advanced
	Customer: TOMMY A	COLBY					🖸 Back 👻 💟 👻
	XCancel 🛛 🖓 Save & Bac	k					📢 (1) 💐 🖨
Home	- Guardians						
Worklist	Now						
Business Partner	Actions	Relation	ship	Full Name		Address	
Farm Records	Û	Has Par	ent/Guardian	JOHN E TAYLO	DR 🗇	FREDERICK MD 217)3-7460
Product Master							
Descriptions	Effec	tive Date:*	04/18/2013	1	Revoked/Cancelled E	Date:* 04/18/2015	6
		Status:	Active		Revoked/Cancelled Re	ason:	-
ELAINE Y SLACK	Signatu	ires Count:	1		So	ource: SAP	T
96206 18-139-5176	Recei	ving Office:	FREDERICK COUNTY FARM SERVICE AGE	NC 🗇			
2404 18-139-1404							
	S	tipulations:					
	Attach	Document:	@ Attach				

26. Click the Revoked/Cancelled Reason dropdown icon 💌.

Customer: TOMMY A COLBY

					Saved S	Searches	Go Advanced
~	Customer: TO	MMY A COLBY					🖸 Back 👻 💟 🗸
	🗙 Cancel 🛛 🖓 Sav	ve & Back					📢 (1) 💐 🖨
Home	- Guardians						
Worklist							
Business Partner	C? New	B 1 <i>C</i>		E 11 M			
	Actions	Has Par	ship ant/Guardian	Full Name	VI OR d	Address EREDERICK MD 21703-746	0
Farm Records		Tias Pare	Sudduan	JOHNEIA		TREDERICK IND 21103-140	,
Product Master				_			_
Recent Items		Effective Date:*	04/18/2013		Revoked/Cancelled I	Date:* 04/18/2015	12
TOMMY A COLBY		Status:	Active	*	Revoked/Cancelled Re	eason:	•
ELAINE Y SLACK		Receiving Office:	FREDERICK COUNTY FARM SERVICE A	SENC (1)	3	Minor Child turns 18	
96206 18-139-5176 2404 18-139-1404		receiving onlee.	THEBENION COONTENTION CERTICE /			Revoked by Court Or Revoked by Court Or	der der (Euture Date)
		Stipulations				Service Center Error	ser (r didre Date)
		Supulations.					
		Attach Document:	Al Attach				
		Attach Document.	MAttach				
							1
27. Click	the Mir	ior Chi	ild turns 18 ^{Mino}	r Child ti	urns 18		

27. Click the Minor Child turns 18^{Minor Child turns 18}



					Saved Se	arches *	 Go Advanced m
	Customer: TOMMY A	COLBY					🖸 Back 👻 💽 👻
	🗙 Cancel 🛛 🖓 Save & Ba	ok 🛛					2 🖨
Home	- Guardians						
Worklist	F [®] Now						
Business Partner	Actions	Relation	ship	Full Name		Address	
Farm Records	Û	Has Par	ent/Guardian	JOHN E TAYLOR	đ	FREDERICK MD 21703-7460	
Product Master							
Pesent Items	Effe	ctive Date:*	04/18/2013	1	Revoked/Cancelled D	ate:* 04/18/2015	r:
		Status:	Active	-	Revoked/Cancelled Rea	son: Minor Child turns 18	-
ELAINE Y SLACK	Signat	ures Count:	1		Sou	urce: SAP	-
96206 18-139-5176	Rece	iving Office:	FREDERICK COUNTY FARM SERVICE AGE	NC 🗇			
2404 10-133-1404		No. 1 at					
		stipulations:					
	Attach	Document:	@ Attach				

28. Click the Save & Back button Save & Back to display the Save Confirmation window.

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Additional customers may be added to the guardianship by clicking the New button.

Submit Relationship

Is all the data displayed complete and accurate? Active representative capacity data cannot be modified after it is submitted. It can only be revoked. Are you sure you wish to continue?
Yes No

29. Click the **Yes** button **Yes** to confirm saving the guardianship and go to the Customer page.



The Guardianship is now shown in the list of the Customer's Representative Capacities.



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	F	SA CUSTOMER	FREDERICK COUNT	Y FARM SERVI	Has interest in the program	Not currently partic	cipating

Click the **Home** button

to go to the Home page.



A Guardianship Relationship has been completed.

Home



Result

You have created a Guardianship. This Guardianship will automatically revoke on the minor's 18th birthday.



Next Steps

N/A