

CREATING A RESIDENCE

Updated: 08/29/19

SEARCH FIRST!! Always search for an address to verify it isn't already in OPUS before you create one. If you need a **CONFIDENTIAL** address **PLEASE CALL HSD** to have them create it for you.

Search for residence using partial address . (House number and partial zip code)

Make sure to check **UNIT TYPE** if in a multi-unit property such as Apt or Mobile Home Park.

*You can sort the list by clicking on any header. This example shows the ADDRESS column being selected for Sorting.

Search Parameters (at least one field required)

SSN/SYSID: Address: Unit: (ie Apt B)
First Name: City:
Last Name: Zip: Show Residence Info. only

When you Click in Search Results: [Advanced Search](#)
[Client's SSN](#) = Household Screen
[Client's Name](#) = Client Screen
[Residence Address](#) = Residence Screen
A **maximum** of 100 results will be returned.

HEADERS

Search Results

SSN #	First Name	Last Name	Birth Year	<u>Address</u>	Unit	City
***-**-9677			1978	1234 ACORN PARK ST	APT 2	EUGENE
***-**-4886			1931	1234 34TH ST		SPRINGFIELD
***-**-4145			1968	1234 DELORES CT		EUGENE
***-**-1336			1995	1234 DELORES CT		EUGENE
***-**-6324			2002	1234 DELORES CT		EUGENE
***-**-7410			1966	1234 MOORE ST		BROOKINGS

Client

Search
View
New
Edit

Residence

View
New
Edit

Household

View
Mail/Ph Update
NCB Update

Move

Client to HH
HH to Residence
Merge HH

If the address is **NOT** in OPUS, you will need to create a new one.

Using the options on the left sidebar, under **RESIDENCE**, click on **NEW**

Using data entry formatting standards enter the address **EXACTLY** how it appears as **SERVICE ADDRESS/PHYSICAL ADDRESS** on utility bill.

Residence New

Physical Address

PO Box is not a valid residence address.
"HOMELESS" is not a valid address: If no permanent address, enter physical location where they sleep under street name: e.g., Oak St. Bridge at 3rd St; Super Center Parking Lot on Main; ¾ miles past mile post marker 35 on Hwy 166.

No.	Direction	Street Name	Type	Direction	Unit	#
1234	▼	HIGHWAY 99 *	▼	N	▼	▼

City	St.	Zip Code	+4	County
EUGENE-97401 ▼ *	OR	97401-EUGENE ▼ *	▼	LANE

Residence Info

Residence Type * Residence Status *

Energy Sources (*) - At least one source of energy must be selected.

<input checked="" type="checkbox"/> Electric	<input checked="" type="checkbox"/> Wood	Primary Source <input type="text" value="ELECTRIC"/> *
<input checked="" type="checkbox"/> Natural Gas	<input type="checkbox"/> Pellet	
<input type="checkbox"/> Oil	<input type="checkbox"/> Solar	
<input type="checkbox"/> Liquid Gas	<input type="checkbox"/> Other	

Click Save when finished. Returns you to Residence View Screen

Save

Residence Info: Usually provided by the client

Energy Sources: Check all that apply

Primary Source: Select residence's **PRIMARY** source of Heat. This field pre-populates to the **ENERGY TYPE** field on the Payment screen.