iMatchSkills DHS STEP Registration

Training video link https://youtu.be/wrJI_Xr40ek. To play the video you have to press *Skip Adds*.

Step 1: Obtain from the customer a signed *DHS STEP Registration- SSN/Information Sharing Authorization* form

Step 2: In WOMIS select *Customer Search*.

Step 3: Search using the customers full social security number.

Step 4: If the customer is found you do not need to create a DHS Registration. If the customer is not found, select *DHS Registration*

Step 5: If a customer is not receiving SNAP benefits you will see this message, the customer is not eligible for the Career Boost program do not create a DHS Registration until the customer shows as eligible to receive SNAP benefits.

Step 6: If the customer is receiving SNAP benefits you will see this screen. Confirm it is the correct customer and select *Next.*

Step 7: Complete the DHS Registration form and click *Next*.

Step 8: Confirm that you have a signed *DHS STEP Registration- SSN/Information Sharing Authorization* form. This is the last step in completing the STEP Registration.