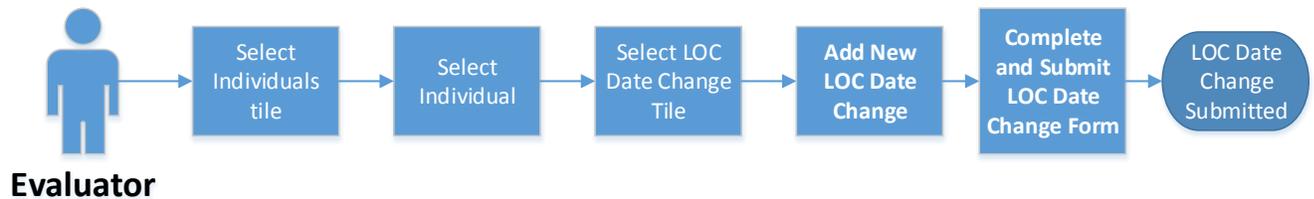


### ROLE: Evaluator



1. **Go to DODD portal login** as you usually do to access the DODD applications → Select **LOC/IDS**
2. You will see **Evaluator Dashboard**
3. Select **Individual tile** from dropdown arrow next to IDS/IMAGINE
4. You will see list of **Active Individuals**
5. **Search for individual** by typing name or DODD# in search box and hit enter or click on the magnifying glass next to search box
6. **Individual record will show up** if individual exist
7. Double click on individual record to open individual's record and user will land on **Individual front page**
8. Select the **LOC Date Change Tile** from the dropdown arrow next to individual's name

