



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. To access list of individuals in your county → Select **Individual Tile** from dropdown arrow next to IDS/IMAGINE
4. You will see list of **Active Individuals in your county**
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 in your county
7. Double click on individual record to open individual's record and user will land on **Individual front page**
NICS Process – starts here
8. Click on the **NICS Tile** from the dropdown arrow next to individual 's name

9. User will land on **NICS View Page**—user can see all the NICS for that individual here
10. Click on **+Add New NICS**
11. Add a **name** for your NICS and **Type of NICS** (Options = Waiver County Transfer NICS, Suspension/Restart of Waiver Program NICS, Disenrollment/Withdrawal Waiver Program NICS and Change of DODD Waiver NICS) →
Select which type of NICS you want to submit
12. **Enter all Required Information** and **Save** at any time
13. Once ready to Submit → **Check mark the checkbox next to Submit** and click on Save
14. **NICS Submitted to DODD**
15. All fields on **NICS will become read only after submit**; user will see the lock symbol next to all the fields and cannot edit anything now
You have successfully submitted a NICS to DODD

User Notes
