

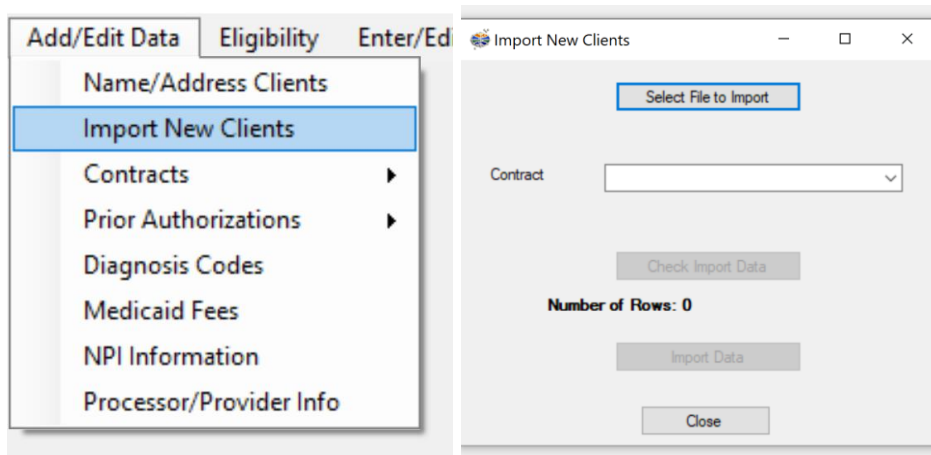
## Adding New Consumers-Import

\*If this option is not on your menu, reach out to [Etssupport@etime.net](mailto:Etssupport@etime.net).

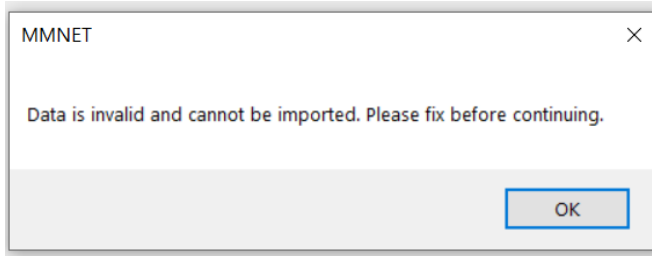
To add new consumers to the Medicaid billing software, you **must** use the template provided by ETS. There are instructions embedded in the template for the fields that are required.

Once your template is populated, save it to a location where you can easily retrieve it.

Go to Add/Edit Data and Import New Clients:

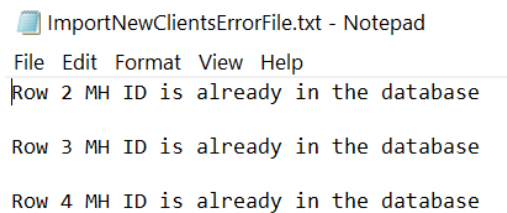


- Click on Select File to Import
- Select the contract you wish to assign your client to from the dropdown box
- Click on Check Import Data –the system will error check to make sure the fields are correct.
  - If there are any errors a message box will pop up:



Make any necessary corrections, save the template again and follow the steps from the beginning.

**NOTE:** The system will kick out an error if you are attempting to import duplicates and an error will appear:



- Once data has been checked, click on Import Data.
- All demographic, funding, dx code information, etc. is now loaded and your client(s) are ready to be billed.