Step 1: Select the **Environmental** tab and the **Find Address** screen will open. Search for and select the address you need [see Job Aid 4.1: Find an Address (P-02299-4.1)].

Step 2: Verify that you have the correct address record by checking the address information at the top of the screen (highlighted in yellow). You must have an address on screen to be able to enter property notes.

Step 3: Select **Address Notes** from the left side menu. If there is an existing note, it will be listed on this screen.
**Step 4:** To add a new note, click on **New** in the bottom left side menu. The **Edit HHLPPSS Note** screen will open.

**Step 5:** On the **Edit HHLPPSS Note** screen, enter a title for your note in the **Subject** line and enter your notes in the large blank text box. Any field with a red asterisk (*) is required. Your name will automatically populate the Author field. Click the **Save** button before exiting. If you leave this page without saving, your notes won’t be saved.

**Step 6:** Back on the **Address Notes** page your note is now listed. You can click on **Detail** to open and read an existing note.

**Questions**
Please contact the HHLPPSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](mailto:DHSLeadPoisoningPrevention).