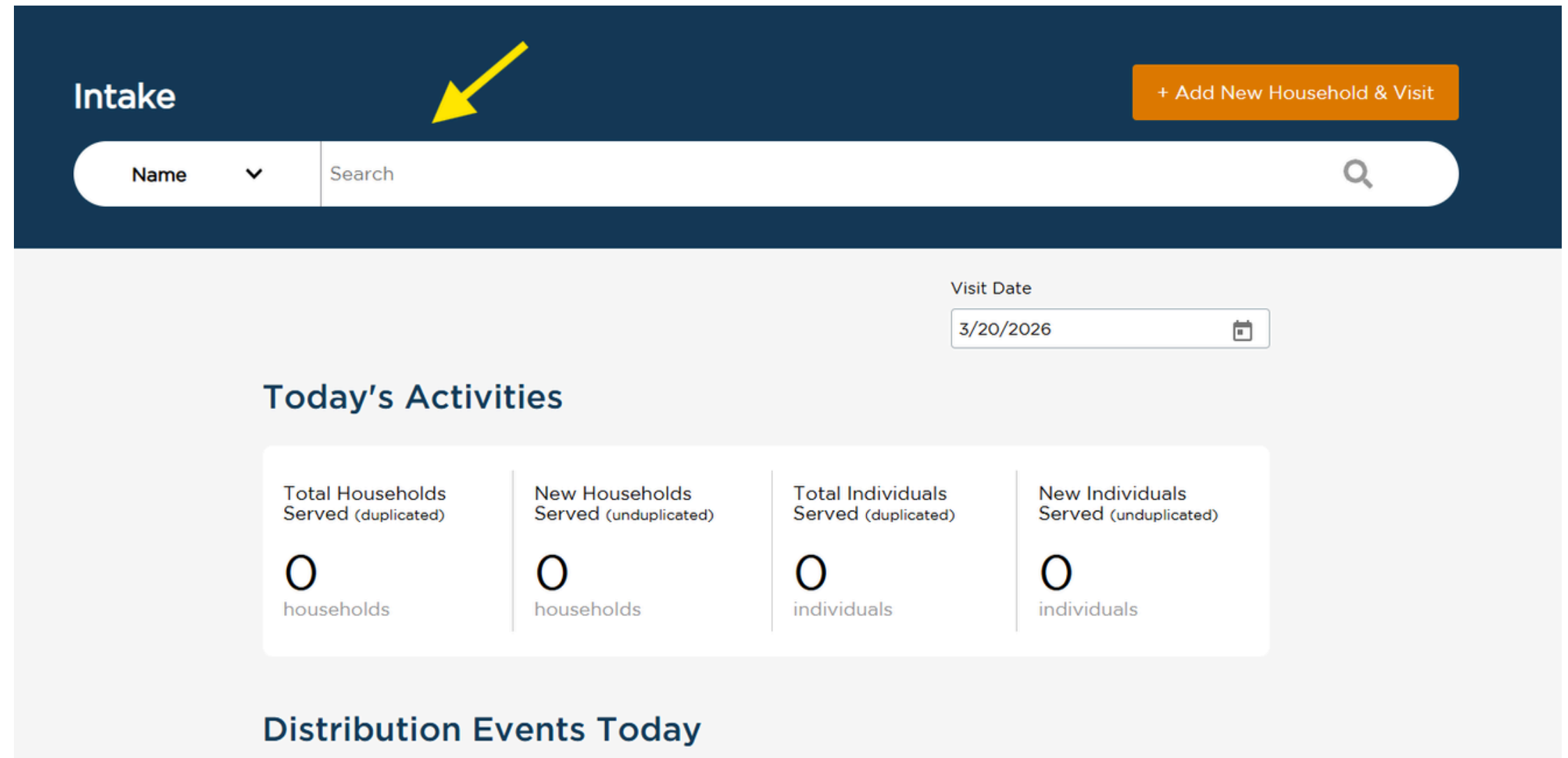


SIMC ID Card: Alt # & Check In

For looking up a clients current ID number go to **Intake** and search their name. If you are doing a distribution you can find the Alt ID # on the last page of their check-in (see page 2).

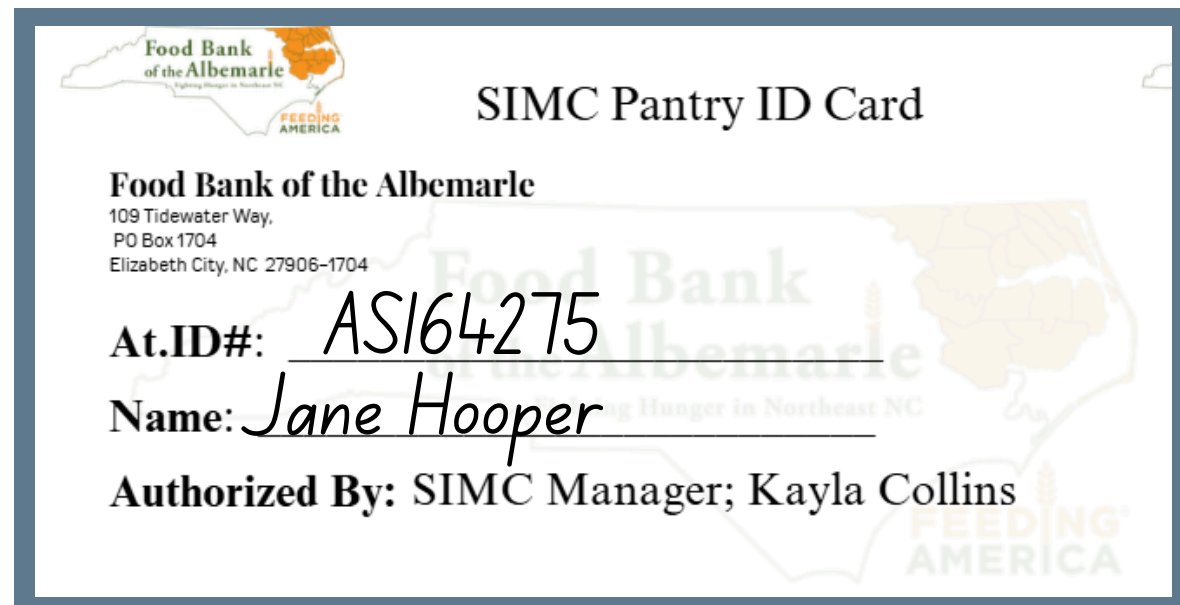
If you are just looking for the information to fill out a card follow page 3.



The screenshot shows the 'Intake' dashboard. At the top left, the word 'Intake' is displayed. To its right is a search bar with a dropdown menu labeled 'Name' and a search icon. A yellow arrow points to the search bar. In the top right corner, there is an orange button labeled '+ Add New Household & Visit'. Below the search bar, there is a 'Visit Date' field with a calendar icon, showing the date '3/20/2026'. The main section is titled 'Today's Activities' and contains four cards with the following data:

Total Households Served (duplicated)	New Households Served (unduplicated)	Total Individuals Served (duplicated)	New Individuals Served (unduplicated)
0 households	0 households	0 individuals	0 individuals

Below this section is a heading for 'Distribution Events Today'.



The SIMC Pantry ID Card features the Food Bank of the Albemarle logo and contact information: 109 Tidewater Way, PO Box 1704, Elizabeth City, NC 27906-1704. The card is for Jane Hooper, with an Alt ID# of AS164275. It is authorized by the SIMC Manager, Kayla Collins. The card also includes the 'FEEDING AMERICA' logo and the text 'Feeding Hunger in Northeast NC'.

If you are signing a client in for a **visit or creating a new client profile** the number will be at the end of check in (if using quick serve you will have to use page 3 to fill in the card).

Print Or Add Card ^

Please print a new ID card or scan an existing card to add this household. ?

How many alternate identifiers would you like to add to this household?

Alternate Identifiers

- +

Enter or Scan Barcode

Need to resend neighbor card?

Intake + Add New H

Name ▼ Jane Hooper

Visit Date 3/20/2026

Search Results

1 results for "Jane Hooper "

Name	Active Household Members	Last Visit	Phone	DOB	
Jane Hooper 987 Stranger Things Ave. Apt 11 Hawkins, NC 27900	2	2/12/2026	867-530-9999	6/26/1981	<input type="button" value="Add Visit"/> <input type="button" value="Reserve"/>

If their profile appears you can click the + to show their information.

Name	Active Household Members	Last Visit	Phone	DOB	
Jane Hooper 987 Stranger Things Ave. Apt 11 Hawkins, NC 27900	2	2/12/2026	867-530-9999	6/26/1981	<input type="button" value="Add Visit"/> <input type="button" value="Reserve"/>

<p>Alt ID # AS164275</p> <p>Preferred Language N/A</p> <p>View Household Info</p> <p><input type="checkbox"/> Mark as duplicate</p>	<p>Household Members Jim Hooper</p> <p>TEFAP Status N/A</p> <p>Last TEFAP Visit 2/12/2026</p>	<p>Proxy Jim Hooper</p> <p>Notes </p>
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Recent Visit History [View History](#)

The Alt ID # will be on the left hand side of the profile.



Now when a client comes for a visit they can present their ID Card.

When using the Alt. ID card make sure you are changing the search setting to look for the number in the drop down.

