



# Add or Update the IFP Status of an Incapacitated Person

## 1. Search for the case

On your Dashboard, click in the **Case File No** field, enter the number for the case where you need to update the participant, and press *[Enter]* on your keyboard.

**Find a Case**

\* Case File No:

[Advanced Search](#)

Person Info				
Age At Petition	Current Age	Date of Death	IFP Status	
64	70	yyyy	Petition Granted	

**2. Add or update the IFP status**  
 In the GTS Case screen, select the new **IFP Status** from the dropdown field in the Person Info tab.

## 3. Click SAVE