

# CREATING PARTNERSHIPS QUICK GUIDE

Equibase has changed the way partnerships are constructed and stored in the Equibase database to facilitate search for an owner within a partnership, even if not listed as the first partner in the partnership name. Partnerships are constructed by selecting each individual and/or organization that makes up the partnership.

1. Make sure the individuals and/or organizations exist in the database.

- Use the scanner/search function to search for each name.

2. Make sure the partnership name does not exist in the system.

- Each owner's last name will have to be searched to find the first owner name that the partnership might be listed under.

3. In the **Add New Horsemen** window, check the **Partnership** box.

4. Type the name of the entity you want to add to the partnership.

- The RTO system will automatically build the Equibase master owner name according to Equibase's master name rules.

5. Continue adding entities until the partnership is complete.

6. Click **Update**.

The screenshot shows a web-based dialog box titled "Add New Horsemen -- Webpage Dialog". It contains the following fields and elements:

- Owner Name:** Webb, David Chase, Banks, Jason and Miles, Casey D.
- Horsemen Type:** Owner (dropdown menu)
- Partnership:**  (checkbox, circled in red)
- Name:** A list of names with search icons:
  - Webb, David Chase
  - Banks, Jason
  - Miles, Casey D.
- Buttons:** Update, Exit

## UPDATING EXISTING PARTNERSHIPS

If a partnership was created before the new rules were created, it might not have the individual and/or organization owners associated with it. You will need to make these associations. If an existing partnership ends with an "et al," the individuals and/or organizations must be added to this partnership as well.

For inquiries related to RTO, call InCompass at (800) 625 4664

For inquiries related to duplications, corrections or entering a new owner, organization or partnership,  
e-mail Equibase at [PeopleNames@equibase.com](mailto:PeopleNames@equibase.com) or call (800) 333 2211 and ask for Equibase Operations / People Names