Agency, Site, Services Update Instructions

Click on link in email to view your Agency information.

1. Click on Report Incorrect Information in Upper right corner in red.
2. Log in with your username and password. If problem logging in call Judi to reset for you. Do not try to reset yourself.
3. “you are signed in”
4. On left you will see “you last viewed” and your Agency name in blue - click on agency name.
5. Click on Report Incorrect Information again. You are now logged in and boxes will open where you can make changes or add new information.
6. Review Agency information and make any changes needed.
7. Submit.
8. Return to Resource Profile at top of page.
9. You are now back to the main page. Under Related Resources at bottom of page you will see your Site(s) listed. Click on the first Site.
10. Click on Report Incorrect Information in Upper right corner in red.
11. Boxes open and you are in Edit Resource Record.
12. Review and update information. **DO NOT SUBMIT**
13. Scroll to top of page and click on Edit Service Details.
14. You will see your Services listed with a Blue Plus Sign to the left.
15. Click on the blue plus signs (they open consecutively underneath each other). Boxes open – review and update information.
16. **SUBMIT** You have now submitted your Site and Services at the same time.
17. **IF YOU HAVE MORE THAN ONE SITE .....**
18. 1) Return to Resource Profile.
    2) Click Details
    3) Under Miscellaneous – Related Resource click your Agency Name.
19. This takes you back to the Main Page. Click on your next **Site under Related Resources**.
20. Go back to # 10 instructions above and continue to update next Site/Services until you have completed all Sites and Services.