

PROVIDER DIRECTORY

Existing User Account Reactivation

Login and Attendant Profile

1. On the Provider Directory homepage, click or tap the **“Sign In”** icon located in the upper left corner of the screen (**figure 1**).



Figure 1: Sign in

2. You should have received an email notifying you that you need to update your password. If you have already done so, enter your email address and password, then click or tap **“Sign in.”** If you did not already reset your password, click or tap **“Forgot your password?”** and follow the prompts to reset your password (**figure 2**).

3. To access your profile, click or tap the **“ellipses”** icon in the upper left corner of your screen. From the dropdown menu, click or tap the **“Profile”** icon (**figure 3**).

4. Your profile automatically transferred to the new Provider Directory. However, there are steps you must take to complete your new attendant profile.

5. First, you will need to upload a new profile picture. Click or tap **“Upload Picture”** and choose a picture from your device (**figure 4**).

6. Second, you will need to verify that the information transferred to the new Provider Directory is correct. Your new profile has been improved to increase visibility for potential clients so it is important that the information is accurate and your profile is complete.

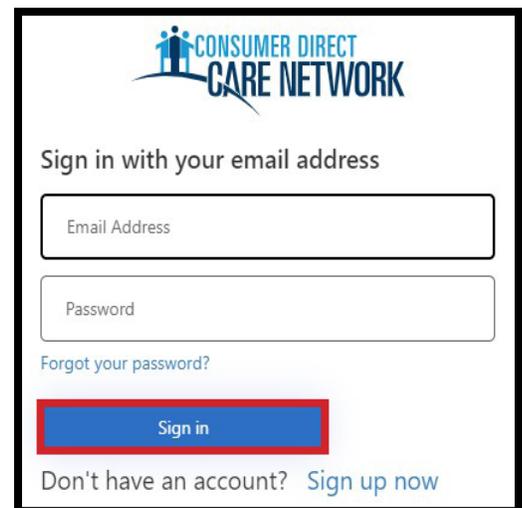


Figure 2: Sign in credentials

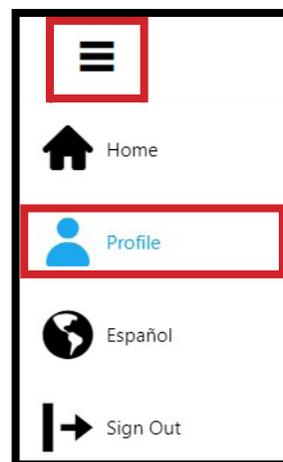


Figure 3: Profile icon

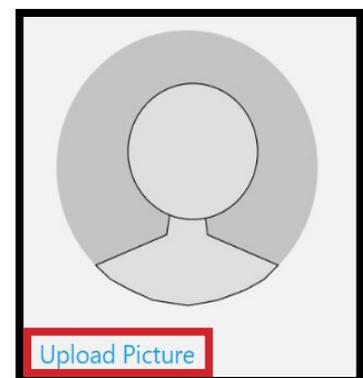


Figure 4: Upload picture

Attendant Profile

- Third, only the first 100 characters of the “About Me” section on the old Provider Directory have transferred to the new “Personal Summary” section. The remaining characters have been transferred to the “More About My Work Experience” section. Please review these sections and update them as necessary.
- Fourth, you will need to go through the entire caregiver profile and fill out any sections that are not already completed. Items followed by a red asterisk are required fields (figures 6-9).
- When you are finished filling out your profile, click or tap the “Save” button (figure 10).

Figure 5: Personal Summary

Figure 6: Profile

Figure 7: Profile

Figure 8: Profile

Figure 9: Profile



Figure 10: Save button

- Your profile will be in a “Pending” status until reviewed and approved by a Provider Directory Admin. You will be notified via the email address on file once your profile has been approved (figures 11,12).

Profile Status: Pending

Figure 11: Profile status

Greetings,
 Profile approved,
 Your profile has been reviewed and approved. Your profile can be seen in its entirety by others using the directory. Thank you.
 Sincerely,
 Provider Directory

Figure 12: Profile approved email