RESOURCE DIRECTORY PROVIDER INSTRCUCTIONS

DIRECTORY ACCESS AND ACCOUNT REGISTRATION

1. Visit **www.help4recovery.org**
2. Hover over 'For Provider Access.'
3. Click on 'Provider Directory'
4. Under login fields, click 'I want to create an account'.
5. Complete registration form with required details.
   - *Note:* Username/password reset links located on log in screen.
6. Click 'Register'

LOGGING IN

7. User will be routed to Common Search page of resource directory- select 'My Account' in upper-right corner.
8. Log in with the credentials used to register.
   - *Note:* System does not always display an error message if login credentials are incorrect. Instead, user is redirected to Common Search screen. Click 'My Account' again to reattempt.

CHECK FOR EXISTING AGENCY/PROVIDER PROFILES

9. After logging in, use search field labeled 'Locate a record by typing its name here' to search for existing profiles with the same name.

REVIEW/UPDATE EXISTING PROFILE

10. If profile already exists, click on name to view profile. Checking box to left of name will not take you to profile.
11. To update information, click 'Report updated information' at the bottom-right of the screen. Provide name of person submitting record in first field on next screen, not name of provider/agency.

ADD NEW PROFILE (IF NEEDED)

12. If no profile exists, click browser's back arrow or 'My Account.'
13. Select 'Add a new resource record' at bottom left of screen.
14. Provide name of person submitting record in the first field- not name of provider/agency. (required for updating profiles as well).

ENTER OR UPDATE INFORMATION

15. Fields that are required will say '**Required**' (Except very top field where name of person submitting is entered)
16. Enter info applicable to each field.
17. IMPORTANT: Include accepted insurance, and all services/resources offered by agency/provider in DESCRIPTION field.
18. Click submit record once all fields are completed.