

How to Add, or Update Provider Information

Every day we connect with people seeking SUD resources from providers like yours. Please take a few minutes to help us make sure all your provider information is added or updated.

HELPFUL HINT: Split your screen to follow the instructions real time.

1. From alcoholdrughelp.org, click on 'Resource Directory.'
2. Click on 'For Providers.'
3. Under the login fields, select 'I want to create an account.'
4. Fill in the provided fields- Note: Usernames and passwords can be easily reset if forgotten. It is suggested to use a general info or admin email i.e., info@alcoholdrughelp.org
5. Click 'Register.'
6. On the next page towards the upper right corner, select 'My Account.' Log in to your account with the information you just used to register. Note- If you enter your username or password incorrectly, it won't prompt you to log in again, it takes you to the general search screen of the Resource Directory. Click on 'My Account' to attempt login again.
7. It's possible that some of your agency information is already in Resource Directory. Once you have logged in, towards the right of the screen, enter your agency's name in the field that says 'Locate a record by typing its name here.'
8. If your agency is in Resource Directory, it will appear on the next screen. Click on the name to review.
9. To make updates, click on 'Report updated information,' towards the bottom right of the screen'
10. If your agency did not populate, click the back arrow in your browser.
11. On the next screen, towards the bottom left-hand corner, select 'Add a new resource record.' The first field prompts you to provide a name, this must be filled in order to submit.
12. This page will appear the same whether you are updating an existing record or creating a new record. Fill in as much information as possible in the provided fields. **Please list services provided, and insurance accepted in the description.** Note: Not all fields will be applicable, nor do they all need to be filled in order to submit. Required fields will be marked in red.
13. If you are not updating any information in the fields marked required, please enter 'No changes.'
14. Click 'Submit Record'

Once submitted, the Resource Directory Administrator will be review and update within 1-2 business days unless more information is needed. If more information is needed, the administrator will contact you via email.

For additional information or help please contact the Resource Directory Administrator:

Becca Sweeting

Direct Line: 919-475-7823

Email: rsweeting@alcoholdrughelp.org

