



## **How to Add, or Update Provider Information**

**Everyday 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/resources](http://alcoholdrughelp.org/resources), click on 'For Providers.'
2. Under the login fields, select 'I want to create an account.'
3. On the next page, fill in the provided fields- Name, username, password and e-mail  
Note: Usernames and passwords can be easily reset if forgotten, or if the staff member creating this account moves on from your agency.
4. Click 'Register.'
5. On the next page towards the upper right corner, select 'My Account.'
6. You will be redirected to log in to your account with the information you just used to register.
7. Locate and select 'My Account' again.
8. On the following page, towards the bottom left hand corner, select 'Add a new resource record.'
9. The first field prompts you to provide a name, this must be filled in order to submit.
10. Fill in as much information as possible in the provided fields. Please list services provided 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.
11. Click 'Submit Record'

**The provider information will be submitted to the Resource Directory Administrator. This information will be updated by the next business day unless more information is needed. If this is the case, the administrator will contact you by the next business day.**

**For additional information or help please email [rsweeting@alcoholdrughelp.org](mailto:rsweeting@alcoholdrughelp.org)**