

PROVIDER DIRECTORY

How to Restart an Old Account

Sign In and Profile

1. On the Provider Directory, click **"Sign In"** at the top left corner (**figure 1**).



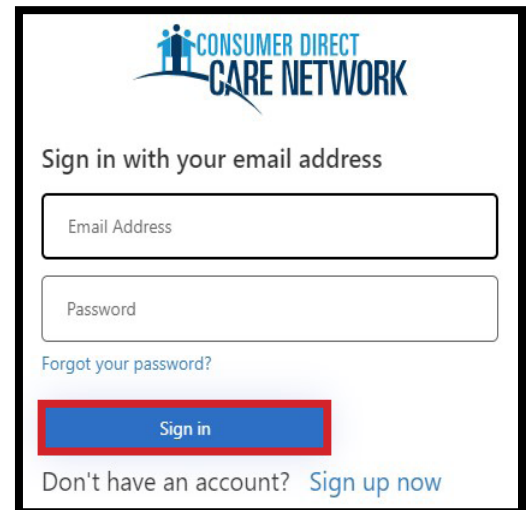
Figure 1: Sign in

2. You should have gotten an email about changing your password. If you changed it already, put in your email and password, and click **"Sign In."** If you didn't change your password, click **"Forgot your password?"** and follow the directions (**figure 2**).

3. To see your profile, click the three lines at the top left of the screen. Click the **"Profile"** on the list (**figure 3**).

4. Your profile was moved to the new Provider Directory. But, you still need to do some things to finish your profile.

5. You need to add a new photo. Click **"Upload Picture"** and pick a photo of yourself (**figure 4**).



The form is titled "Sign in with your email address" and features the Consumer Direct Care Network logo at the top. It contains two input fields: "Email Address" and "Password". Below these fields is a link for "Forgot your password?". A blue "Sign in" button is highlighted with a red border. At the bottom, there is a link that says "Don't have an account? Sign up now".

Figure 2: Sign in credentials

6. Make sure all your info in the Provider Directory is right. It's important everything is correct and done.



Figure 3: Profile icon

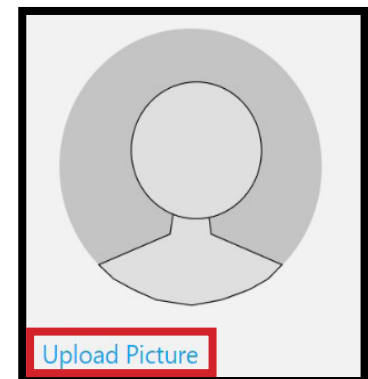


Figure 4: Upload picture

Profile

- Only some of the **“About Me”** from the old Provider Directory moved to the new **“Personal Summary”** area. The rest went to the **“More About My Work Experience”** area. Fix these if needed.
- Look at your caregiver page. Fill in empty parts. Things with a red star (*) you must do (figures 6-9).
- When you are done click **“Save”** (figure 10).

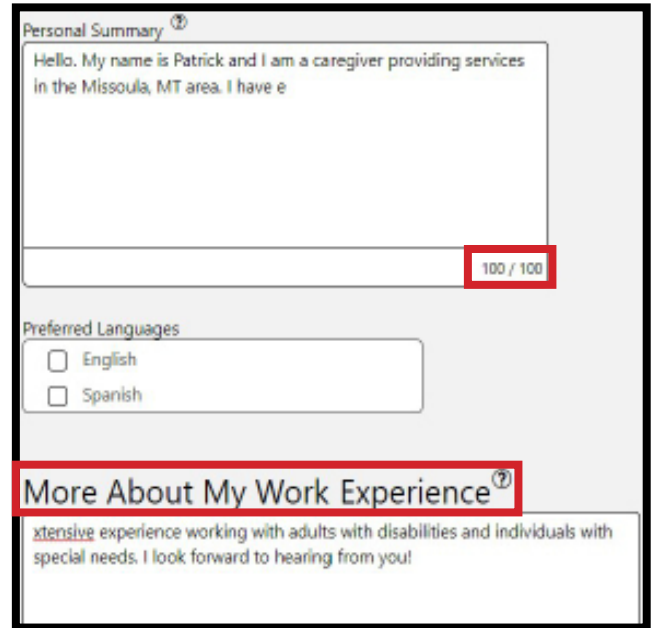


Figure 5: Personal Summary

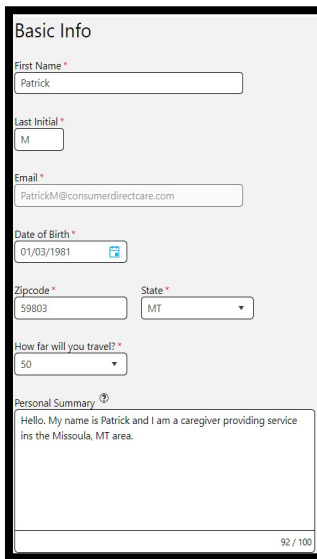


Figure 6: Profile

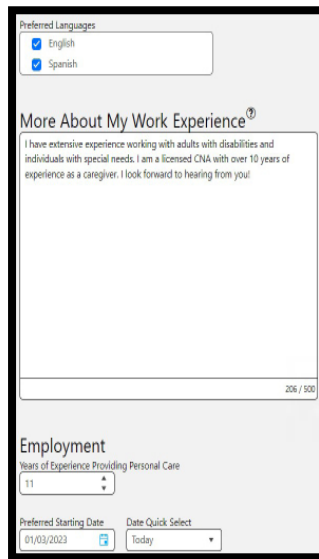


Figure 7: Profile

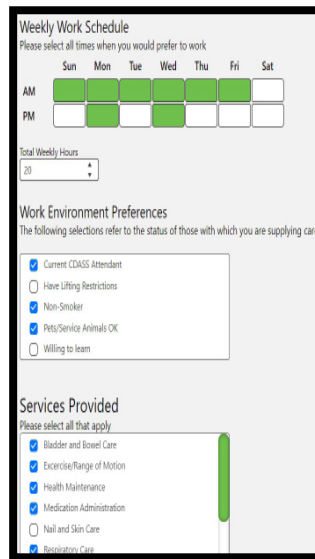


Figure 8: Profile

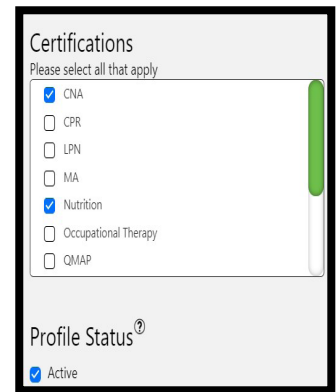


Figure 9: Profile



Figure 10: Save button

- Your profile will say **“Pending”** until someone checks. They’ll send you an email when it’s approved (figures 11,12).



Figure 11: Profile status

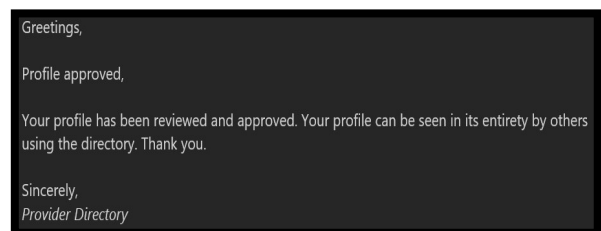


Figure 12: Profile approved email