

Add a New Level 1 Provider

To add a new provider to *ServicePoint* follow the steps outlined below. (See Figure 1-1)



Figure 1-1

1. Click the **Admin** tab in the left side menu. **(1)** The **Admin Dashboard** will display. (See Figure 1-2)

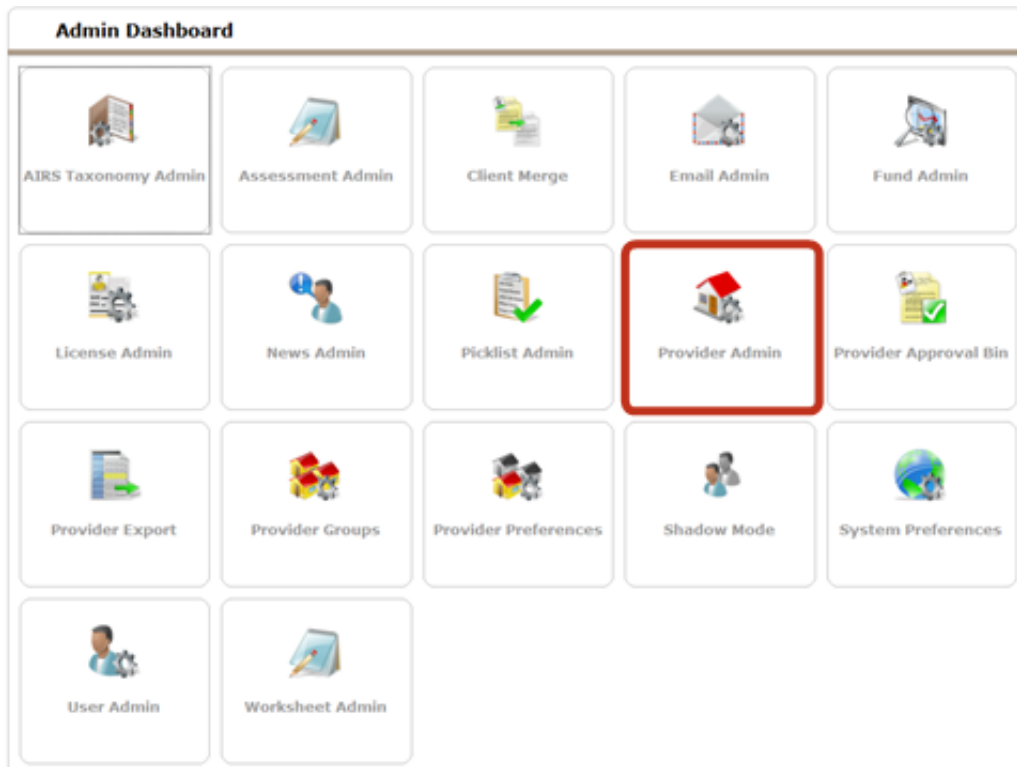


Figure 1-2

Note: *The options that will display on your Admin screen depend on your ServicePoint user level and the ServicePoint modules installed on your application.*

2. Click the **Admin Providers** icon to open the **Provider Search** screen. (See Figure 1-3)

Figure 1-3

3. **Provider Search** will display. Click **Add Provider** to add a new provider to the database. **(1)** (See Figure 1-4)

Figure 1-4

4. Complete the **Provider Name** field and the **Agency/Program (AKA)** (not required) and click **Save**. **(1)** The screen will reformat and the remainder of the provider fields will become available. (See Figure 1-5)

Figure 1-5

5. **Provider Profile** is the open tab. **(1)** Enter details and continue through the provider administration tabs to complete all provider details. **(2)** Click **Save** to retain the changes. **(3)** Click **Save & Exit** to retain the changes and exit the provider. **(4)** Click **Exit** to exit the provider without retaining the changes (if clicked before a save occurs.) **(5)**

Note: *Each tab is explained in the help file: [Standards Information](#), [Provider Access](#), and [Provider Assessment](#).*

6. The provider is set as a Level 1 provider. This is evident by the **Parent Provide** field which is set to *none*. **(6)**