

Change a Provider's Profile

To change a provider's profile information follow the steps outlined below.


1. Navigate to the **Provider Search Results** as described in the [Locate a Provider](#) section. (See Figure 1-1)

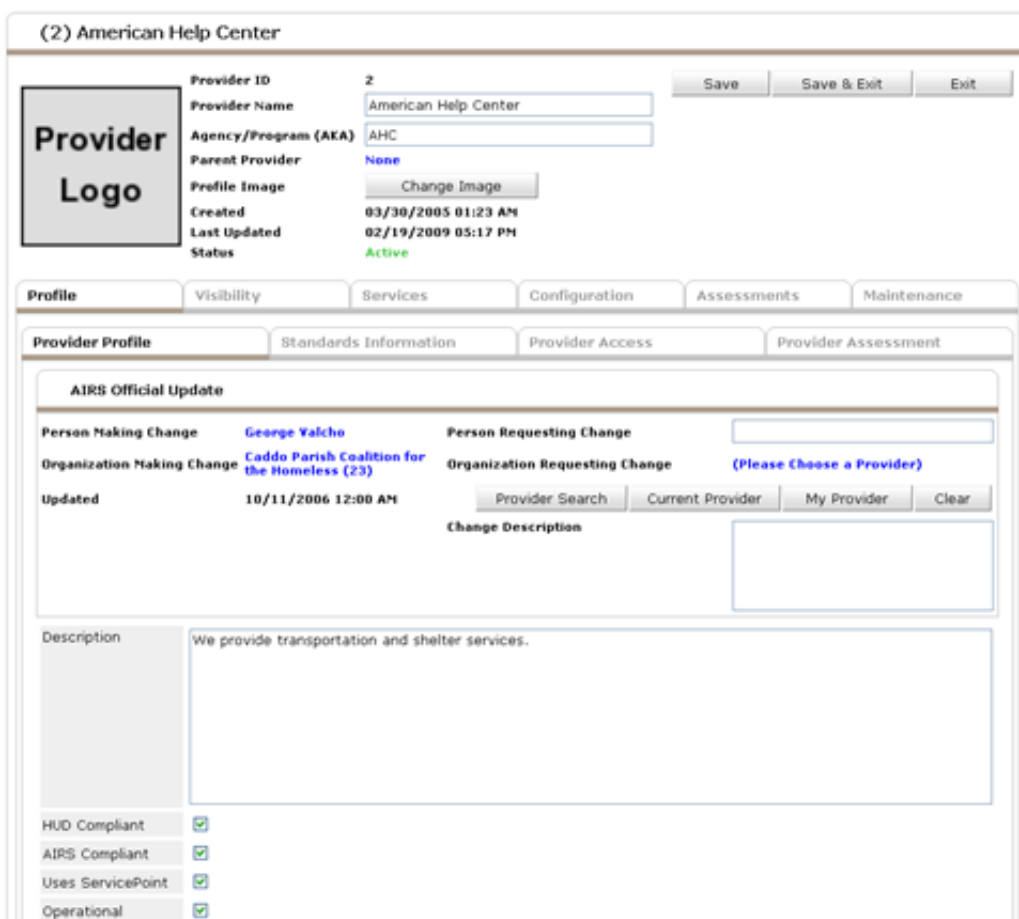


Provider Search Results				
	Provider ID	Name	Type	Last Updated
	2	American Help Center	Level 1	02/19/2009
	6	Capital Area Agency on Aging	Level 1	06/20/2006

Showing 1-2 of 2

Figure 1-1

2. Click the **Edit** icon  or click the name of the provider. **(1)** (See Figure 1-2)



(2) American Help Center

Provider ID: 2
Provider Name: American Help Center
Agency/Program (AKA): AHC
Parent Provider: None
Profile Image:
Created: 03/30/2005 01:23 AM
Last Updated: 02/19/2009 05:17 PM
Status: Active

Profile | Visibility | Services | Configuration | Assessments | Maintenance

Provider Profile | Standards Information | Provider Access | Provider Assessment

AIRS Official Update

Person Making Change: George Yalcho
Organization Making Change: Caddo Parish Coalition for the Homeless (23)
Updated: 10/11/2006 12:00 AM

Person Requesting Change:
Organization Requesting Change: (Please Choose a Provider)

Change Description:

Description: We provide transportation and shelter services.

HUD Compliant
AIRS Compliant
Uses ServicePoint
Operational

Figure 1-2

3. The initial provider screen will display. This screen image displays the top of the initial provider screen (the bottom will be described below). (See Figure 1-3)

Provider ID	2	Save	Save & Exit	Exit
Provider Name	American Help Center			
Agency/Program (AKA)	AHC			
Parent Provider	None			
Profile Image	Change Image			
Created	03/30/2005 01:23 AM			
Last Updated	02/19/2009 05:17 PM			
Status	Active			

Figure 1-3

4. This screen shows the primary data that establishes the provider.
 - a: **Provider ID** - Generated by *ServicePoint* when a provider is added to the database.
 - b: **Provider Name** – The name of the provider.
 - c: **Agency/Program (AKA)** – The Also-Known-As name of the provider.
 - d: **Parent Provider** – For lower level providers this field is populated with the parent name.
 - e: **Profile Image** – The **Change Image** button allows a provider logo to be uploaded to the database. The provider image is 150 pixels by 150 pixels.
 - f: **Create Date** – The date the provider record was added to the database.
 - g: **Last Update** – The date the provider record was last updated.
 - h: **Status** – Shows if Provider is Active or not.

5. Click **Save** to retain the changes made on this page. Click **Save & Exit** to retain the changes made on this page and exit to the previous screen. Click **Exit** to exit this page without retaining the changes (if clicked before a save occurs).