The Services tab in Admin Providers allows you to change a provider's services, which includes:

a: Search Terms Information – Used to establish the geographic areas where services are available.

b: Services Provided – Used to establish the "searchable" services offered by the provider.

c: Service Settings – Used to customize ServicePoint's Service Transaction area

Change a Provider's Services

To change a provider's service settings follow the steps outlined below.

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

![Figure 1-1](image)

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

![Figure 1-2](image)
3. The initial provider screen will display. Click the **Services** tab to move into the **Services** area. (1) (See Figure 1-3)

4. Notice that **Services** is now the active tab. (1) Within the **Services** tab the following areas are available:
   a. **Areas and Geography Served** – Used to establish the geographic areas where services are available.
   b. **Services Provided** – Used to establish the searchable services offered by the provider.
   c. **Service Settings** – Used to customize *ServicePoint’s* Service Transaction area