ALLEN 2-1-1 SERVICE PROVIDER TOOLS INSTRUCTIONS

GET LISTED

Go to <u>https://allen211.org/</u> and scroll to the bottom of the home page. Click on Service Provider Tools.



Choose which action you would like to complete. The agencies that are not listed on 211 and would like to be would click on the "Get Listed" option. The agencies that are already listed on 211 but don't know their User ID or Password to make changes would click on the "Request Password" option. The agencies that know their User ID and Password would choose "Service Provider Login" option.



The agencies that want to get listed will see the following screen. Fill out the information and submit. The request form will be sent to 211 Specialist who will create agency account and follow up with the agency when finished.



The agencies that are requesting User ID or Password will receive the same screen. Fill out the information and submit. The request form will be sent to 211 Specialist who will follow up with the agency and provide requested information.



The agencies that know their login information will click on Service Provider Login and receive the following screen. Enter in your agency User ID and Password.

📓 Calendar - Christina Robertson - 🗙 🚺 Dashboards 🛛 🗴 🔯 Navigate by RTM Designs 🛛 X 🚱 Community Resource Survey L: 🗙 🕂	~ - 0 X
← → C ▲ Not secure refersoftware.com/survey20/?UWGL	• * * * :
🔢 Apps 🤹 MAIL 😢 CENTRIC 🔝 Novigate by RTM D 🔯 Previous Contacts 🧧 Nice 😵 Allen County 2:1 1 AIRS 💊 NICE Dojo Login 🚱 RTM Designs 🚱 211L	ATax » 🔝 Reading list
powerstry ReferVEB Filder, December 10, 2021 Copyright © 2021. (CH Desense. All rights reserved.	
	1¢ // 10/18.AM

UPDATING AGENCY INFORMATION

When updating agency information, the following screen will show after login. Fill out using information of individual making changes and save.



Next choose which location you would like to edit (agency may have only one location)

Tuc Sile: -A -B Reset Wen al survey updates are computer, citok. Men al survey updates are computer, citok. Men al survey updates are computer, citok. Men al survey updates are computer. Men al survey of a maxime AREA AGENCY ON AGING 3 Men al survey Men al surv	Agency Sur	vey System	Enday, December 13, 2321 Beca Sheidler is logged in	
COMMUNTY REQUESTS SURVEY COMMUNTY REQUESTS SURVEY Community Strengthere Communi	Text Size +A -a Reset	When all surve	y updates are complete, click	
Genet a location. AREA.AGENCY ON AGINO 3 [Lina GRIDO DETECT J AREA.AGENCY ON AGINO 3 [Lina GRIDO DETECT J AREA.AGENCY ON AGINO AT 50 NORTHI Finday Located R 2 (12) [Linana, 21] (20) Internet.	Contracting Cont	AREA AGENCY ON AGING 3	Lonmunity Resource Survey Last updated by tiece Sheder 12/10/2021	
Converte 2014 RV Record and sector and		Select a location AREA AGENCY ON AGING 5 Lima ONIO DISTRYCT 3 A REA AGENCY ON AGING AT 51 NORTH LED		
		Copyright () 2021 <u>KIM Designs</u> . All rights reserved.		

The next screen allows you to edit any section that changes are needed.

Calendar - Christina Robertso	n - 🛛 🗙 📘 Dashboards 🛛 🗙	Navigate by RTM Designs X	Community Resource Survey W: × +	✓ - □ ×
← → C ▲ Not secu	re refersoftware.com/survey20/Survey.aspx?l	JWGL		C 🛧 😩 :
👖 Apps 🧉 MAIL 🙆 CEN	TRIC 🔯 Navigate by RTM D 🔯 Previous Cont	acts 🧧 Nice 😵 Allen County 2-1-1	AIRS 💊 NICE Dojo - Login 🔗 RTM Designs	🕑 211LATax » 🔢 Reading Is
		AREA AGENCY ON AGING 3	Last updated by Beca Sherdler 12/10/20	021
	Section 1 - Location			
	AREA AGENCY ON AGING 3 AREA AGENCY ON AGING 3 (UWGIAS45 - 1) Ihis location is temporanly inactive This location is permanently closed	est.		
	2423 Allerstown Rd. Lima, OH 45805 Aller Caunty - This address is not confidential. - No public transportation is available at this location.	E est.		
	Mailing Address - This address is not confidential.	E est.		
	Email Address (for organization) crc@pus3.org	Elect.		
	Website Address www.aaa3.org	El est.		
	Publish Location? Include this location in printed directories. Include this location in public web sites.	Ci estt		
	Phone information 419 222 7723 Voice	Ciedt		
	800-653-7723 Toll Free	Ei est		
	419-222-6212 F/X	eat.		
H 🛪 🔚	🧧 🧉 🖉 🖪 🔘 🖫	🔘 🗿 🔽 👘 🔼		10:19 AM

This screen allows you to go into each service your agency provides and update or delete as needed. If a new service needs added you will click on the link to add new service. When done click save.



If after reviewing information and no changes are needed just scroll to bottom and click no changes



When changes are submitted the 211 Specialist will review and approve changes. Then the updates will be complete. An questions or concerns please contact Christina Robertson at 419-222-7723 or <u>crobertson@psa3.org</u>. Thank you!