

## Updating your Care Directory Listing

- 1. Log into your personal account.
- 2. Navigate to 'My Account'



3. From your options, select 'Update care provider directory listing'





4. Select your organisation from the right hand options.

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- 5. Once selected, you will be able to edit your directory details. From here you can:
- Select to display your listing or not
- Upload a logo
- Upload a cover image
- Include a biography of your organisation
- Select the service user groups you support
- Select your specialisms
- Provide information for your care enquiries (telephone, email, website, address) as well as including a pricelist/brochure



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