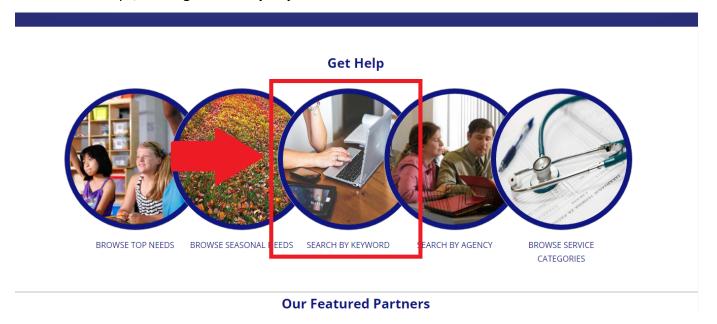
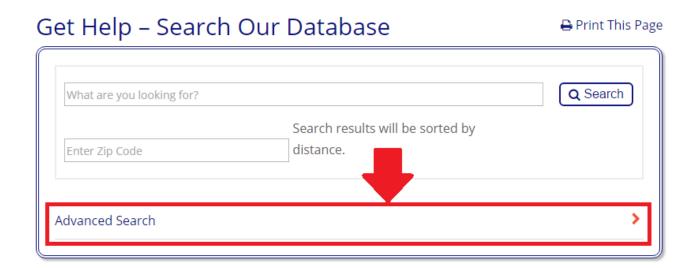
UPDATING AN EXISTING SERVICE PROVIDER LISTING



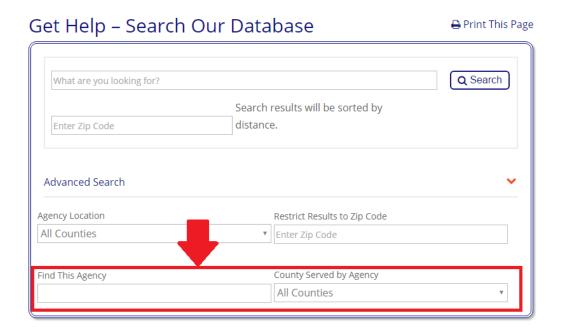
From the pa211sw.org homepage, click on the middle round button found in the middle of the page, under "Get Help", reading "Search by Keyword."



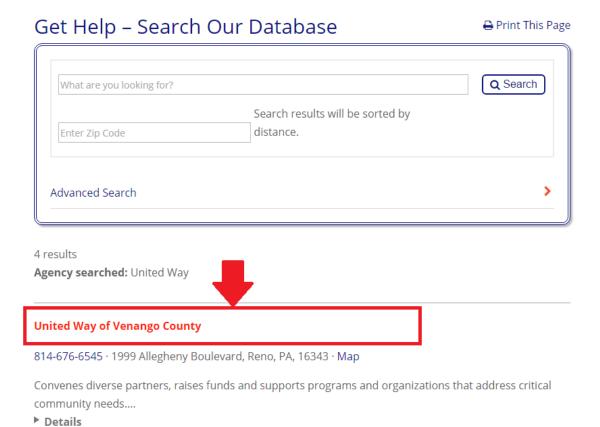
Once the SEARCH page loads, expand the "Advanced Search" options.



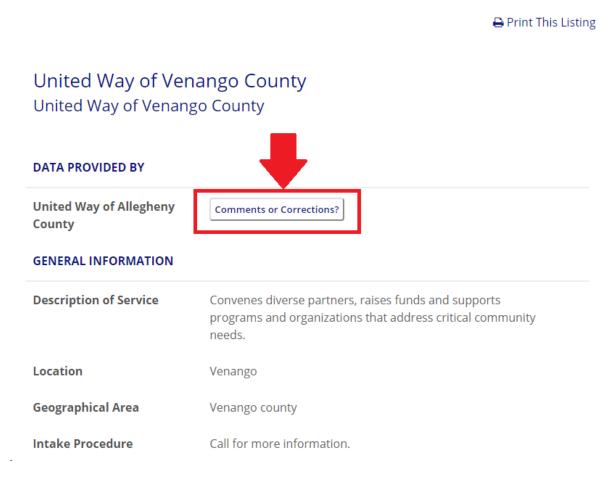
In the "Find this Agency" search box, type the name of your organization and either hit Enter on your keyboard OR click on the Search button.



You should now see a **number of service results** for your organization. If your search returns no results, try entering your organization's name a different way or only typing part of the full name. From this search results page, click on the **title of one service**. The service you clicked on will open in the same window. On this page you should be able to view more detailed information on the particular service. **Review what is entered here, identifying any incorrect information as you go along.**

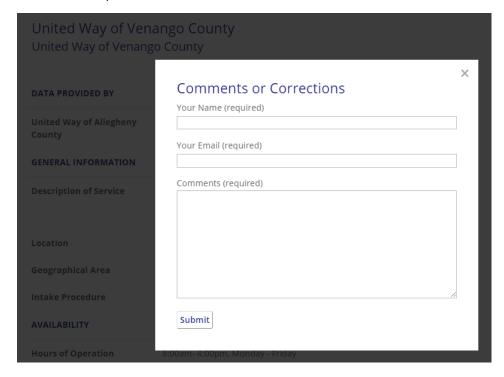


If corrections need to be made for the listing you are viewing, click on the "Comments or Corrections?" button.



This will bring up a form that will allow you to submit comments directly to the PA 2-1-1 SW resource team. Here you may enter any and all changes to be made.

When finished, click on the **Submit** button.





If successful, you will receive a confirmation message. Close this window to return to the listing.

If you spot additional changes needing to be made, or have no comments for a particular listing, **click on the backspace button in your browser window.** This will return you to the original search results.

Repeat these steps for all existing services listed under your organization to ensure everything is up-to-date.

If any questions come up, please feel free to email info@pa211sw.org for assistance!