CARE NET WORK

PROVIDER DIRECTORY How to Restart an **Old Account**

Sign In and Profile

- 1. On the Provider Directory, click "Sign In" at the top left corner (figure 1).
- You should have gotten an email about changing your password. If you changed it already, put in your email and password, and click "Sign In." If you didn't change your password, click "Forgot your password?" and follow the directions (figure 2).
- **3.** To see your profile, click the three lines at the top left of the screen. Click the "**Profile**" on the list (**figure 3**).
- **4.** Your profile was moved to the new Provider Directory. But, you still need to do some things to finish your profile.
- 5. You need to add a new photo. Click "Upload Picture" and pick a photo of yourself (figure 4).



CARE NETWORK

Sign in with your email address

Email Address	
Password	
Forgot your password?	
Sign in	
Don't have an account?	Sign up now

Figure 2: Sign in credentials

6. Make sure all your info in the Provider Directory is right. It's important everything is correct and done.



Figure 3: Profile icon

continued on next page

Profile

- Only some of the "About Me" from the old Provider Directory moved to the new "Personal Summary" area. The rest went to the "More About My Work Experience" area. Fix these if needed.
- 8. Look at your caregiver page. Fill in empty parts. Things with a red star (*) you must do (figures 6-9).
- 9. When you are done click "Save" (figure 10).

Hello. My name is Patrick and	I am a caregiver providing set	rvices
in the Missoula, MT area. I ha	ve e	
		100 (100
		1007 100
Preferred Languages		
C English		
Spanish		
	Manle Francisco	0
More About My	Work Experience	2
xtensive experience working	with adults with disabilities and	d individuals with
the second secon		

Figure 5: Personal Summary

Basic Info First Name * Patrick Last Initial * M Email * PatrickM@consumerdirectcare.com Date of Birth * 01/03/1981 Zipcode * Sate * S903 MT * How far will you travel? * S0 *	Preferred Languages	Weekly Work Schedule Please select all times when you would prefer to work Sun Mon The Wed Thu Fri AM Fri Total Weekly Hours Fri 20 Fri Work Environment Preferences The following selections refer to the status of those with which you are supplying care Image: Current CDASS Attendant Here Lifting Penticitant Proc Smicker Processing At Minia OC Willing to learn	Certifications Please select all that apply C CNA CPR LPN MA Nutrition Cccupational Therapy GMAP Profile Status [®] Active
Personal Summary ① Hello. My name is Patrick and I am a caregiver providing service ins the Missoula, MT area. 92 / 100	Employment Vears of Opprince Providing Personal Care 11 Preferred Stanting Date (V1/03)2022 Today •	Services Provided Please select all that apply Bioder and Ionel Care Describe/Range of Motion Health Maintenance Medication Administration Nall and Skin Care Respiratory Care	<i>Figure 9</i> : Profile
Figure 6: Profile	Figure 7: Profile	Figure 8: Profile	Figure 10: Save button

 Your profile will say "Pending" until someone checks. They'll send you an email when it's approved (figures 11,12).

Profile Status:	Pending			
Figure 11: Profile status				



Figure 12: Profile approved email