

Update Provider Information

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Once you enroll providers, you can update them at any time in the Provider Information window.

1. Click the **Providers** menu and select **Provider Information**. You can also click the Provider menu, select **List Providers**, and click **View** next to the provider to change. The Provider Information window opens.
2. Click the **Provider** drop-down menu and select the provider to change.
3. Click each box to change and enter new information over the existing information. You can change information in each of the tabs.

The screenshot shows the 'Provider Information' window with the following details:

- Header:** 'Provider Information' title bar with a close button.
- Navigation:** 'Select Provider:' dropdown (Active), 'Provider:' dropdown (Shelly, Mary), and 'Enroll Provider' button.
- Tabs:** General (selected), Contact, Licensing, Tiering, Meals, Other. Tab text: 'Shelly, Mary 998894 Active'.
- General Tab Fields:**
 - Provider Identification:** * Name (Mary Shelly), * Provider ID (998894), Alternate ID, State ID, DOB (01/01/1979), SSN, Group, Gender (Female).
 - Ethnicity:** Hispanic/Latino, Not Hispanic or Latino.
 - Race:** American Indian / Alaska Native, Black or African American, Native Hawaiian / Pacific Islander, White, Asian.
 - Business Info:** Advertiser Name, Business Name, Business Tax ID, Paycheck Addressee (Provider Name).
 - Comments:** Text area.
 - Claim Source:** Online, Menu Type: --Select--.
 - Login ID:** 993998894, Password: ibsfcdj, Reset button.
 - Send Welcome Message:** Send Welcome Message button, Welcome Message Sent field.
 - Sponsor Personnel:** Monitor: --Select--, Enrolled By Initials.
 - Claiming Status:** Current Status: Active.
 - CACFP Contract Info:** Current CACFP Agreement Date, Pre-approval Date, First Claim Month Allowed (December 2018), Current CACFP Expiration Date, Pre-approval Expiration Date, First Claim Received (None Received Yet), *Original CACFP Start Date (02/01/2019).
- Right Sidebar:** Buttons for 'Activate Children', 'Children', 'Claims', 'Payments', 'Helpers', 'Training', 'Reviews', 'Calendar', 'Supervisors', 'Messages', 'Serious Deficiency'.
- Bottom Buttons:** Print, Remove, Put On Hold, Save, Close.

4. When finished, click **Save**.