

Agency Record Updating



Directions

Please use the User ID and Password contained in this e-mail to log in at http://www.resourcehouse.com/en/ma211/cgi-bin/hub_signin.asp?suid=807715288. When you log in to your agency's record, fill in the "Content" data in each of the areas described below.

1. Your agency's master record contains information about your agency as a whole. You can access and update this area by clicking "[Click here](#) to review and change your Agency master record." below the description of Master Record for Agency. **Please be sure to enter a Verification Contact email address.** This is how we will contact you to update your record in the future.
2. Your agency's service record(s) can be accessed by clicking "[Click here](#) to review and change service records." Please be sure to provide a description of what each service DOES, not its purpose. **Include in the description key words that the public may use to find what it is you do.** After populating all of the service fields, check the box next to the location(s) where the service is provided, being sure to enter the contact person, phone number, and e-mail address for each service.
3. Your agency's location record(s); i.e. where you provide services. This area can be accessed by clicking "[Click here](#) to review and change location records", located on the bottom of the page. Here, you can fill in address and contact information. **Also, please sure to review and update the information in the "Phone Numbers" area.**
4. On the main Content page, click the "Add, delete or modify [Area Served](#) by a Service or Location" link. **This is very important** in order for users to find your services on the website.

If you have any questions please contact Jen Toth at (508) 370-4867 or Jennifer.Toth@uwotc.org.