

PROFILE YOUR BUSINESS *free of charge*:

- ✓ Add snapforseniors@snapforseniors.com to your email's "Safe Senders" list.
- ✓ Follow this easy 3-step process that will allow you to claim your business listing and update or edit your profile at any time.
 1. Register or Log In if you've already registered.
 2. On the "My Page" tab, press the "Claim Your Listing Now" button and enter basic details about your business. *Please allow about 24 hours for SNAPforSeniors to review this information.*
 3. Once reviewed, you will receive an email from SNAPforSeniors inviting you to sign back in and review your claim status.
- ✓ Under the "My Listings" heading, click "Update" next to your listing.
- ✓ Beginning with the "Contact Info" tab on the menu on the left side, step through each of the profile pages and validate that the existing information is correct. Answer any questions that are incomplete, or edit information that is incorrect by clicking on the 'edit' button next to each question.
- ✓ To see how your profile looks when you are done, click "Summary" from the menu on the left side. Any yellow highlights indicate incomplete information.
- ✓ When you are finished, don't forget to press "Save & Quit".
- ✓ *Note: if you are a senior housing, medical home healthcare, or transportation provider, you will see an additional tab with questions that relate to your specific service(s).*

CRITICAL INFORMATION:

- ✓ **EMAIL ADDRESS on the "Contact Info" page** – this is how you will receive email referrals.
- ✓ **SERVICE OFFERING** – ensure your services are accurately represented in order to receive referrals that match your capabilities. See our glossary on the Help tab for service definitions.
- ✓ **SERVICE AREA** – for providers who visit their clients (e.g. Home Care, Hospice Services, Geriatric Care Managers, Transportation providers, etc.) Users of this data will find you in the database based upon your service area information. Be sure to complete this question. At a minimum, we recommend entering the ZIP Codes you service.

OTHER PROFILE DEFINITIONS:

- **Business description:** general business overview.
TIP: if you have a website, just copy and paste text from your website!
- **Service description:** an in-depth explanation of the specific services you provide or areas of expertise.
- **Service limitations:** indicate any business limitation you have, or limitations to the services that you are able to provide.
- **Experience or credentials:** relevant professional credentials, degrees held, awards, memberships, license information, etc.

MAKING CHANGES TO YOUR PROFILE:

- ✓ You can change and update the information in your profile anytime you want. Simply:
 - Visit <http://providers.snapforseniors.com>
 - Sign in using your email address and password. If you've forgot your password, there are prompts on the Login In page to help.
 - Click "Update" next to your listing under the "My Listings" section.

Need Help? Simply click the green "Help" flag on the right-hand side of the screen after you Log in.

