

# PROVIDER DIRECTORY How to Register as a Caregiver

## Register as a Caregiver

1. On the Provider Directory homepage, click or tap the **“Register”** button (figure 1).

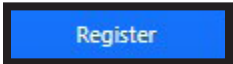


Figure 1: Register

2. Before you can continue with the registration process, you must agree to the terms and conditions. To view the terms and conditions, click or tap **“View Full Terms and Conditions.”** If you agree, check the **“Agree”** box, then click or tap **“Continue”** (figure 2).

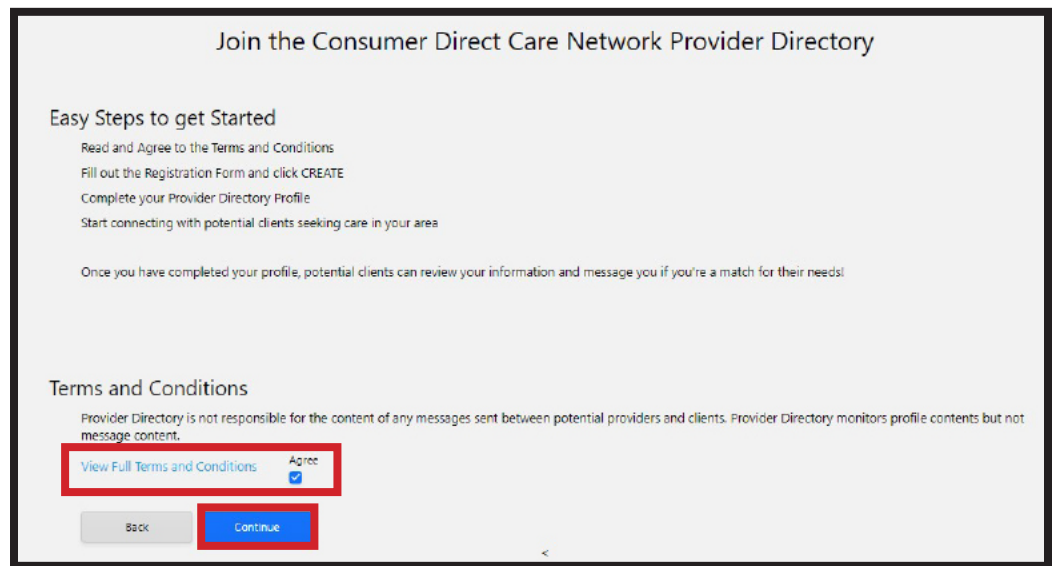


Figure 2: Terms and Conditions

3. Enter your email address, then click or tap **“Send verification code”** (figure 3).

4. Check your email for the verification code and enter the code into the **“Verification code”** text box. Then click or tap **“Verify code”** (figure 4). If your code expires, click or tap **“Send new code”** and repeat this step. You may need to check your junk/spam folder.

5. Once your code has been verified, create a password, enter your display name, then click or tap **“Create”** (figure 4). You must check the box indicating that you agree to the Terms of Use before you can create a caregiver profile.

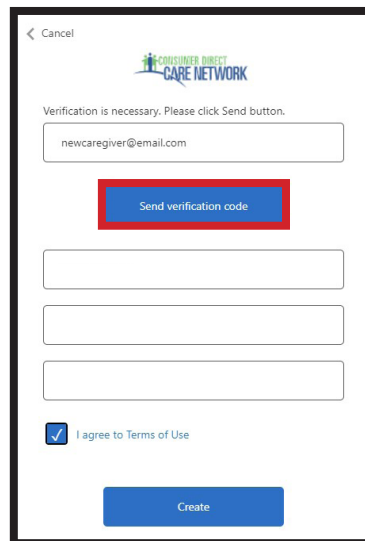


Figure 3: Register

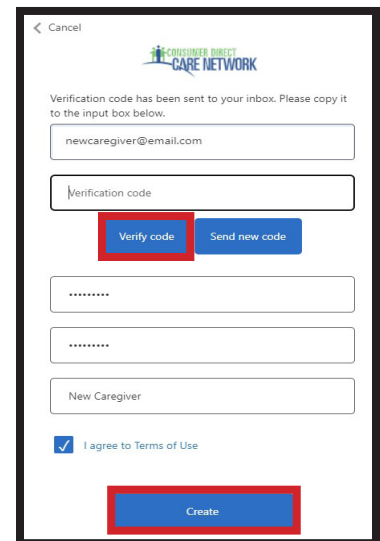
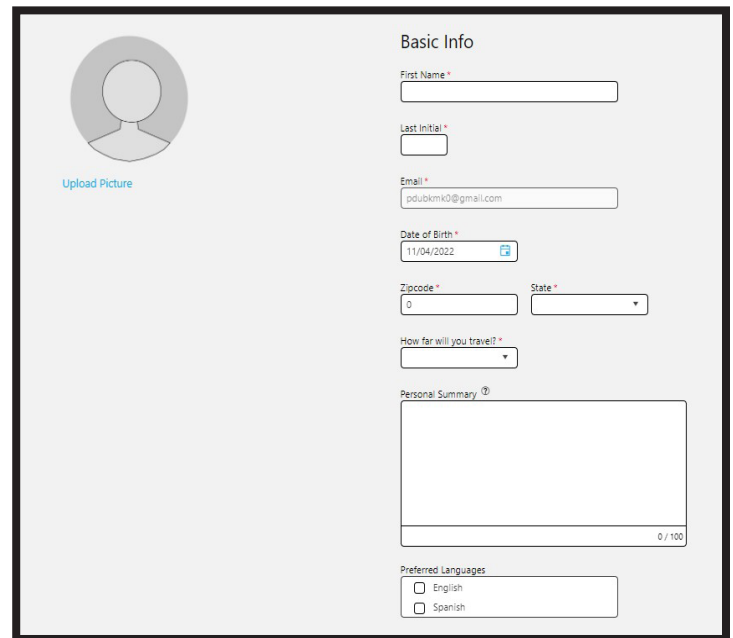


Figure 4: Verify

continued on next page

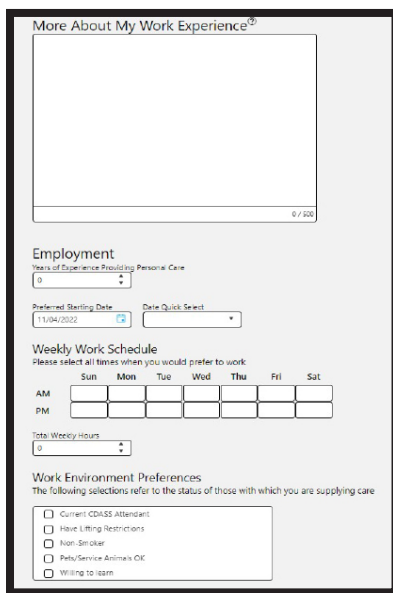
## Register as a Caregiver (cont'd)

- Now that you have created your account, you will need to fill in your caregiver profile. Items with a **red asterisk** are required (**figures 5-7**).
- When you are finished filling in your caregiver profile, click or tap the **"Save"** button in the upper right of your screen (**figure 8**).
- Your caregiver profile is manually reviewed and it may take up to three business days before it is available to the public. Click or tap **"Confirm"** to save your profile (**figure 9**).



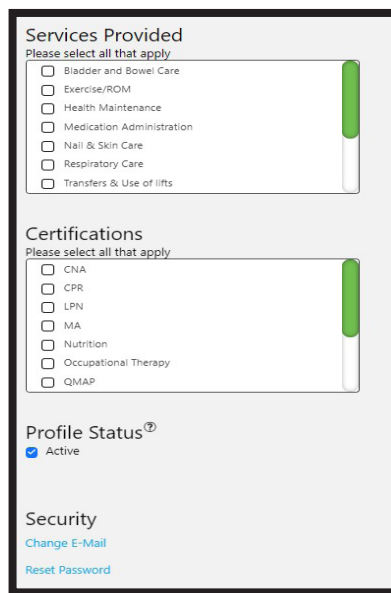
The screenshot shows a 'Basic Info' form for a caregiver profile. It includes fields for First Name\*, Last Initial\*, Email\* (pdubkmk0@gmail.com), Date of Birth\* (11/04/2022), Zipcode\* (0), State\*, and How far will you travel?\*. There is also a Personal Summary\* text area (0 / 100) and Preferred Languages (English, Spanish) checkboxes. An 'Upload Picture' button is visible on the left.

Figure 5: Caregiver profile



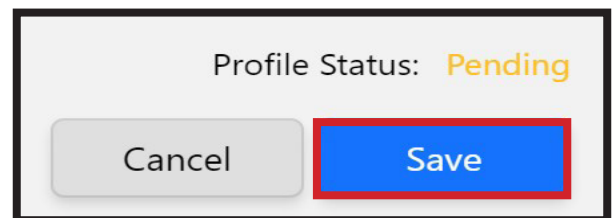
The screenshot shows the 'More About My Work Experience' form. It includes a text area for work experience (0 / 200), an Employment section with Years of Experience (0) and Preferred Starting Date (11/04/2022), a Weekly Work Schedule grid, Total Weekly Hours (0), and Work Environment Preferences (Current CDASS Attendee, Have Lifting Restrictions, Non-Smoker, Pets/Service Animals OK, Willing to learn).

Figure 6: Caregiver profile



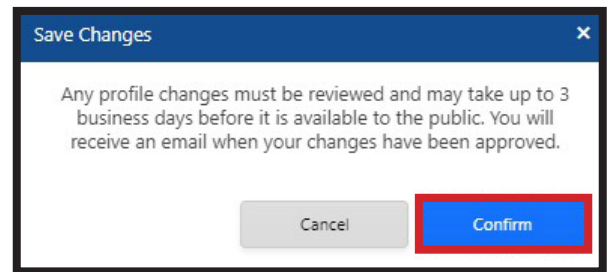
The screenshot shows the 'Services Provided' and 'Certifications' sections. Services include Bladder and Bowel Care, Exercise/ROM, Health Maintenance, Medication Administration, Nail & Skin Care, Respiratory Care, and Transfers & Use of lifts. Certifications include CNA, CPR, LPN, MA, Nutrition, Occupational Therapy, and QMAP. The Profile Status is Active.

Figure 7: Caregiver profile



The screenshot shows the 'Profile Status: Pending' and a 'Save' button highlighted with a red border.

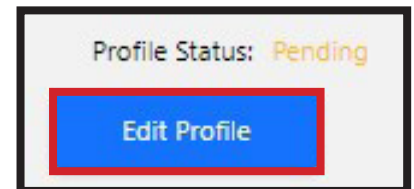
Figure 8: Save profile



The screenshot shows a 'Save Changes' dialog box with the text: 'Any profile changes must be reviewed and may take up to 3 business days before it is available to the public. You will receive an email when your changes have been approved.' It includes 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted by a red border.

Figure 9: Confirm

- You have now created your caregiver profile. Your Profile Status will show as **"Pending"** until it is reviewed and approved.
- If you would like to make changes to your profile, click or tap **"Edit Profile"** (**figure 10**).



The screenshot shows the 'Profile Status: Pending' and an 'Edit Profile' button highlighted with a red border.

Figure 10: Edit profile