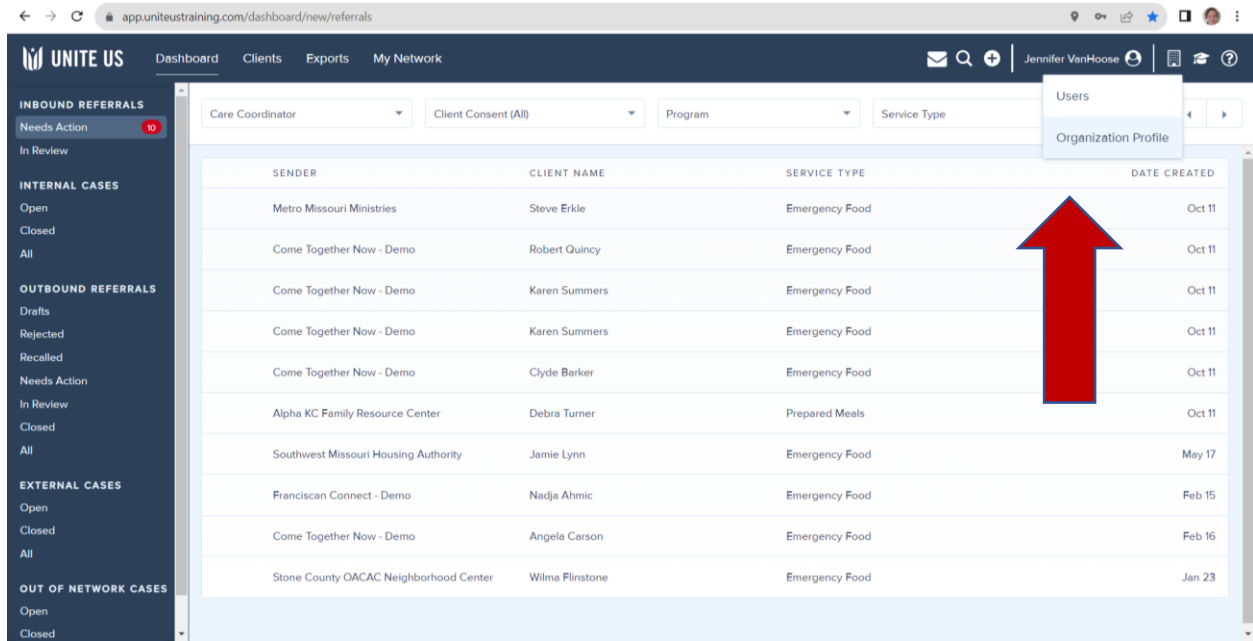


Instructions for Editing Agency Profile

(To make profile changes you must have administrative access)

Log in and click on the icon that looks like a building. Then choose Organization Profile. (Demo Platform Dashboard-no protected info)



The screenshot shows the UNITE US dashboard interface. The top navigation bar includes 'Dashboard', 'Clients', 'Exports', and 'My Network'. The user 'Jennifer VanHoose' is logged in. A dropdown menu is open, showing 'Users' and 'Organization Profile'. A red arrow points to the 'Organization Profile' option. Below the navigation, there are filters for 'Care Coordinator', 'Client Consent (All)', 'Program', and 'Service Type'. The main content area is a table with the following data:

SENDER	CLIENT NAME	SERVICE TYPE	DATE CREATED
Metro Missouri Ministries	Steve Ertle	Emergency Food	Oct 11
Come Together Now - Demo	Robert Quincy	Emergency Food	Oct 11
Come Together Now - Demo	Karen Summers	Emergency Food	Oct 11
Come Together Now - Demo	Karen Summers	Emergency Food	Oct 11
Come Together Now - Demo	Clyde Barker	Emergency Food	Oct 11
Alpha KC Family Resource Center	Debra Turner	Prepared Meals	Oct 11
Southwest Missouri Housing Authority	Jamie Lynn	Emergency Food	May 17
Franciscan Connect - Demo	Nadja Ahmic	Emergency Food	Feb 15
Come Together Now - Demo	Angela Carson	Emergency Food	Feb 16
Stone County OACAC Neighborhood Center	Wilma Flinstone	Emergency Food	Jan 23

Any section of your profile can be edited by clicking on the Pencil icon. Make sure you hit SAVE at the bottom of the page. (Live Platform example)

You can also add information/location, etc.

app.uniteus.io/organization/settings?state=active

UNITE US Dashboard Clients Exports My Network Jennifer VanHoose

United Way Organization Users Organization Status: Live

United Way

Edit your organization using the Organization Administration Setup Guide available on Unite Us Docs.

About [Edit Organization Info](#)

United Way fights for the education, health and financial stability of every person in every community.

Organization Contact Info



- http://unitedwaymokan.org
- Phone: (417) 624-0153
- jvanhoose@unitedwaymokan.org
- Hours

Add all organization and program locations here. [Add Location](#)

2 Locations

- United Way of Southwest Missouri and Southeast Kansas
3510 E 3rd St, Joplin, MO 64801
Phone: (417) 624-0153
ddrelling@unitedwaymokan.org
Hours Today Tue 8:00 AM - 5:00 PM [Edit Location](#)
- 117 W 4th St, Pittsburg, KS 66762
Phone: (620) 231-8140 [Edit Location](#)

tel: +14176240153



app.uniteus.io/organization/settings/programs/8ed343f4-8f7a-4345-9c0e-f89f3a3bea74/edit?state=active

UNITE US Dashboard Clients Exports My Network Jennifer VanHoose

United Way Organization Users

Select populations...

AGE(S) SPECIALIZED IN:

MIN	UNIT	MAX	UNIT	PREVIEW
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Age range will appear here

ACCESSIBILITY OPTIONS:

ADA accessible X Blind accommodation X Deaf and hard of hearing accommodation X Select accessibility options...

TRANSPORTATION OPTIONS:

Select transportation options...

PAYMENT OPTIONS:

Free X Select payment options...

[Save](#)

