

PADSA Provider Finder Plugin – Member User Guide

<https://www.padsa.org/wp-admin/>

Your User Account Login:

U: name of facility (all lowercase, no spaces)

P: password

How to Edit Your Provider Finder Profile:

1. The link above will take you to the sign in page. Once logged in, you will be on the Profile page.
2. Click on the “Facility Finder” on the left side.
3. Click on your Facility Name.
4. You will be able to change your contact information.
5. On the right sidebar, under "**Categories**", you can edit your **Counties Served, Enhanced Facility, Languages Accommodated, Region, Services, and Weekend Hours**.
6. In the large Text Editor, you can enter your Weekend and Weekday Hours:
ie Weekday Hours: 7am - 6pm; Weekend Hours: Saturday 9am - 3pm
7. Once you are done, simply click "**Update**" in the upper right column.

How to Edit Your Login Password:

1. First, log into this page using your email address and temporary password:
<https://www.padsa.org/wp-admin/profile.php>
2. Next, scroll down to the very bottom of the page, to **Account Management**
3. Click "**Generate Password**" and then enter in your new password.
4. If you see a message "*Confirm use of weak password*", that is ok. Simply check the box
5. Then press "**Update Profile**"