



## UPDATE YOUR INFORMATION IN THE PA211 DATABASE

We are required by the AIRS Standards to do an annual update of all the community resources that we list in the 211 database. This information is valued by our staff, by professionals and the general public.

### NEW UPDATING PROCESS

If your agency is currently listed in the 211 database and you have your user ID and Password you can click the [Community Resource Survey Login](#) link and submit your updated information any time.

If you have not updated since our new process has been implemented, email [houser@uwlanc.org](mailto:houser@uwlanc.org) and request your user name and password. Make sure to include your agency name in the email.

### ONCE YOU ARE LOGGED IN

1. Enter the contact information of the person who is completing the survey in case we have any questions. Hit Save to continue.
2. Select a location to update from the drop-down menu. This will only appear if you have multiple physical sites that you offer services.
3. Review the information under each section. Only click edit if you have a change. Once you have reviewed each section, if there are no changes click “no changes” at the bottom and then yes to confirm.
4. If you have other locations to review, follow the same process.
5. If you would like to add an additional service to that site, click the provided link under Section 3 – Additional Information.
6. Once you have reviewed each Site and all the Services make sure to click the blue Survey Complete button at the top right corner.

Note: You can also dial 2-1-1 to update your information over the phone

(PA211 reserves the right to edit information to meet format, guideline, style and space requirements.)

If you have any question about the updating process please contact Trish Houser at [houser@uwlanc.org](mailto:houser@uwlanc.org).

**Thank you for taking part in this community-wide updating effort to bring the best possible health and human services information to the state of Pennsylvania.**