



Updating Your Information in the ReferNET Agency Survey System:

You will receive an email from your local 211 service.

The email will contain an introductory message, your log in credentials, and a link to a secure website for you to log in and request updates to your information. The link is something like this: <http://www.refersoftware.com/survey20/Login.aspx?PAXX>

Log in, and if you need to, update or edit your contact information.

The screenshot shows the ReferNET Agency Survey System interface. At the top left is the ReferNET logo. The top right shows the date 'Wednesday, January 13, 2021' and 'user Logged In'. Below the header, there is a 'Text Size' control with '+A -a Reset' options. A 'Survey Complete' button is visible. Navigation links include 'Logout', 'Edit user info', 'Add service', and 'Contact us'. The main content area is titled 'COMMUNITY RESOURCE SURVEY' and shows the organization name '2nd Sam 9 Inc.' with a note 'last updated by this user'. A form prompts the user to 'Enter contact information for the person completing the survey.' with fields for First Name (Sam), Last Name (Foxy), Title (TREASURER), Email (sfoxx@gmail.com), and Phone (724 852 9999 ext.). A 'Save' button and a 'Logout' button are at the bottom of the form. A note states 'All contact information is required.' The footer says 'powered by ReferWEB'.

Once you click save, you will have the ability to review and edit your organization information.

(next page)



The next screen you see will be based on whether your organization offers services at multiple sites, or only one location. If you have only one location, you will see a screen similar to this:

Text Size **+A -a Reset**

When all survey updates are complete, click [Survey Complete](#)

[Logout](#) | [Edit user info](#) | [Add service](#) | [Contact us](#)

COMMUNITY RESOURCE SURVEY
Last updated by CONNIE HART 1/13/2021

2nd Sam 9 Inc.

Section 1 - Location

<p>2nd Sam 9 Inc. 2nd Sam 9 {PASW32 - 1}</p> <p><input type="checkbox"/> This location is temporarily inactive <input type="checkbox"/> This location is permanently closed</p>	edit...	
<p>325 Third Street Waynesburg, PA 15370 Greene County - This address is not confidential. - No public transportation is available at this location.</p>	edit...	
<p>Mailing Address 290 West High Street Waynesburg, PA 15370 Greene County - This address is not confidential.</p>	edit...	
<p>Email Address (for organization) 2ndsam9@windstream.net</p>	edit...	
<p>Website Address http://2ndsam9.org/</p>	edit...	
<p>Publish Location? Include this location in printed directories. Include this location in public web sites.</p>	edit...	
<p>New Telephones (add or edit new telephone information)</p>	edit...	
<p>Other Names for Organization/Location</p>	edit...	

Section 2 - Contact & Business Info *(click to view details)*

Section 3 - Additional Information *(click to view details)*

Click the program/service name below to review and edit.
You may add a service if it is not listed below. Click to [add a new service for this location](#).

(next page)



If your organization has multiple sites, you will see a screen with a dropdown list. Choose which location you want to update.

ReferNET
Agency Survey System

Wednesday, January 13, 2021
Crystal Patterson is logged in

Text Size **+A -a** Reset

When all survey updates are complete, click **Survey Complete**

Logout | Edit user info | Contact us

COMMUNITY RESOURCE SURVEY
Last updated by Crystal Patterson 1/13/2021

Child's Place

- Select a location...
- Select a location...
- Child's Place | Pittsburgh
- A Child's Place, PA - Beaver County | Beaver Falls
- A Child's Place, PA - Fayette County | Uniontown
- A Child's Place, PA - Washington County | Washington
- A Child's Place, PA - Westmoreland County | North Huntingdon
- Healthy Parenting of Allegheny County | Mc Kees Rocks
- Healthy Parenting of Beaver County | Beaver Falls
- Healthy Parenting of Fayette County | Uniontown
- Mom's Turn | Pittsburgh

If anything needs to be changed, click the edit bubble in the center. The new information will be put into the right side of the screen.

(next page)



Once the organization information is updated, click on the bar for “Section 2 – Contact & Business Info.” Update any information necessary; click through and update Section 3. Beneath those sections, you’ll see a heading for each service offered. Open them and review the information; edit anything that should be updated.

If there are services that you offer that are not listed, you’ll see a link in Section 3 to add a new service.

Section 3 - Additional Information *(click to hide details)*

Click the program/service name below to review and edit.
You may add a service if it is not listed below. Click to [add a new service for this location.](#)

(next page)



Once you have reviewed all the information at all sites, you have two choices: if your record did not need any changes, choose "No Changes" at the bottom of the page. If you requested changes, when done, choose "Survey Complete" at the top.

Text Size **+A -a** [Reset](#)

When all survey updates are complete, click [Survey Complete](#)

[Logout](#) | [Edit user info](#) | [Add service](#) | [Contact us](#)

COMMUNITY RESOURCE SURVEY
Last updated by Crystal Patterson 11/28/2020

Child's Place

Section 1 - Location

A Child's Place, PA - Washington County {PASW31018 - 4} <input type="checkbox"/> This location is temporarily inactive <input type="checkbox"/> This location is permanently closed	edit...	
155 Wilson Ave Washington Hospital Washington, PA 15301 Washington County - This address is not confidential. - No public transportation is available at this location.	edit...	
Mailing Address - This address is not confidential.	edit...	
Email Address (for organization) info@achildsplacepa.org	edit...	
Website Address www.achildsplacepa.org	edit...	
Publish Location? Include this location in printed directories. Include this location in public web sites.	edit...	
Phone information 412-232-8837 Main	edit...	
New Telephones (add or edit new telephone information)	edit...	
Other Names for Organization/Location A Childs Place A Child's Place Childs Place	edit...	

Section 2 - Contact & Business Info [\(click to view details\)](#)

Section 3 - Additional Information [\(click to hide details\)](#)

Click the program/service name below to review and edit.
You may add a service if it is not listed below. Click to [add a new service for this location](#).

A Child's Place, PA view details...
--

If no changes are required for this location, click [No Changes](#)

If you have questions, please refer back to the email you received from your local 211 service for instructions on how to proceed. Thank you for participating in PA 211's database!