

# UPDATE ONLINE AGENCY PROFILE

## How To Update Your Agency Profile Content On 2-1-1:

- 1) Visit [www.UnitedWayHernando.org/211](http://www.UnitedWayHernando.org/211)
- 2) Click “**Go directly to the Advanced Search**”
- 3) Click on “**My Account**” (top right)
- 4) Existing Users Sign-In: provide **Username & Password**  
>>>For those without an account or need a new one,  
Click “**Create New Account**”  
Enter registration information and Click “**Register**”
- 5) Once logged in, Click “**Start Searching**”
- 6) Click “**Advanced Search**”
- 7) In **Keywords**, enter your organization name or program  
(include county or zip code from drop down menu)
- 8) Click “**Search**” or hit “**Enter**”
- 9) **Select** your organization or program
- 10) In the yellow bar above the map you will see two red links:

[Report incorrect information](#) | [Verify information](#)

**TO MAKE CHANGES:** Click “**Report incorrect information**”  
Edit the form provided and Click “**Submit.**” Repeat these steps for each  
program listed.

**TO VERIFY YOUR INFORMATION IS STILL CORRECT:** Click “**Verify  
Information.**” Check the box and Click “**Agree.**”

Thank you for taking the time to contact us and for updating your information with 2-1-1 Tampa Bay Cares, Inc. for 2-1-1 Hernando.

If you have any additional questions or need any further assistance please do not hesitate contacting us.

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