

HOW TO EDIT/UPDATE YOUR INFUSION CENTER

STEP 1:

Using either Google Chrome or Mozilla Firefox, visit the Infusion Center Locator login page at: <https://www.infusioncenter.org/mycenter/>

STEP 2:

Login to your account using your existing username and password.

LOGIN

Existing users click here to login to add or manage center listings.

REGISTER

New users click here to register and begin adding IV Center listings.

You will then be directed to the Infusion Center Locator: <https://www.locator.infusioncenter.org>

STEP 3:

In the top right corner of the Locator screen, click

GO TO LOCATION MANAGER

STEP 4:

Click "EDIT" under your profile's listing(s):

The screenshot shows the 'Location Manager' interface. At the top, there is a dark blue header with the text 'Location Manager' and a white plus sign icon in a blue circle. Below the header is a search bar with the placeholder text 'Search'. The main content area is white and contains a listing for 'Your Center's Name'. The listing includes a small image of a building, the address '12345 Smith St, Austin, TX 78705', and two buttons: 'EDIT' (circled in red) and 'REMOVE'.

STEP 5:

The location's information will appear and you can edit information as needed at any point.

STEP 6:

If you would like to add images, given that you are a Provider Member, please follow the directions under "Images." You have the option to either drag and drop an image into the box or upload ones from your computer.

**Please only upload images in JPEG or PNG formats.*

You are DONE! Thank you for keeping your center's profile up-to-date.

If you need assistance at any point, please reach out to Morgan Grubbs, Development Coordinator, at morgan.grubbs@infusioncenter.org.