

HOW TO CLAIM YOUR CENTER IN THE INFUSION CENTER LOCATOR

Logging In

1. Access to the Infusion Center Locator's admin panel at <https://admin.infusioncenter.org>.
1. Enter your email address. This will be either the admin's email or the one an admin account invited you from and click 'Send Email Link'.
2. A message will appear that confirms the email address the login link was sent to and tells you to check your email. Click 'Go Back' and the original Login form should re-appear.
3. Open your email and look for the email with subject "Sign in to Infusion Center Locator." Click on the "Sign in to Infusion Center Locator" link inside of the email. You will be redirected to the Membership Resources page under the Admin Panel, which is on the left side of the screen.

Claiming

1. Click 'Location Finder' at the top right of the screen above the blue '+' button. This will redirect you to the Infusion Center Locator. Allow the page to know your location.
2. Search for you center using either the zip code or the city and state. Once you have found your center, click on its listing, and click 'Claim this Location' at the bottom left of the screen, next to the red triangle with at '!' in it.
3. A dialogue box will pop up. After reading, please click submit.
4. You will be redirected back to the Location Manager and will see the new location you just added with a red "Pending Approval" banner at the top.
 - Please allow up to 2 business days for our team to approve and activate the listing.
5. Once the location is approved, please follow steps 1-4 above for logging in, and then navigate to 'Location Manager' on the Admin Panel. Your location will no longer have the red "Pending Approval" banner. Please click 'Edit' in the bottom left corner of the listing to update the center's information.

Please contact Ashley Kana (ashley.kana@infusioncenter.org) with any questions or concerns.

