



# HOW TO USE: THE INFUSION CENTER LOCATOR

## A STEP-BY-STEP GUIDE



# HOW TO LOG IN:

To access and be able to make updates too your location

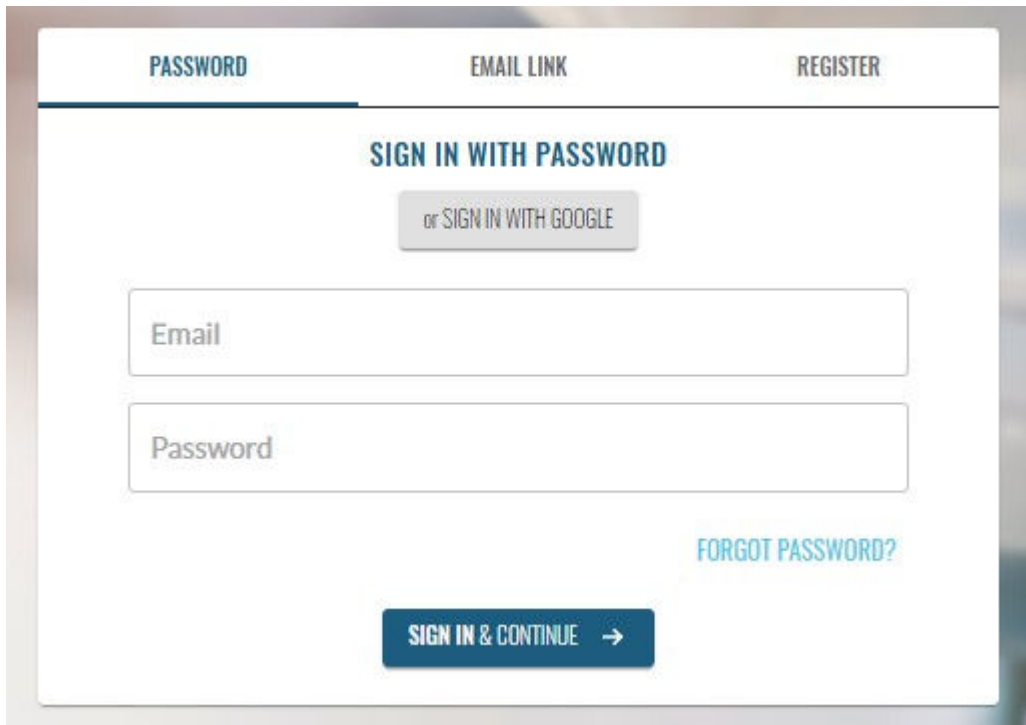
## Logging In

### 1. Go to the Admin Panel.

Visit <https://admin.infusioncenter.org>.

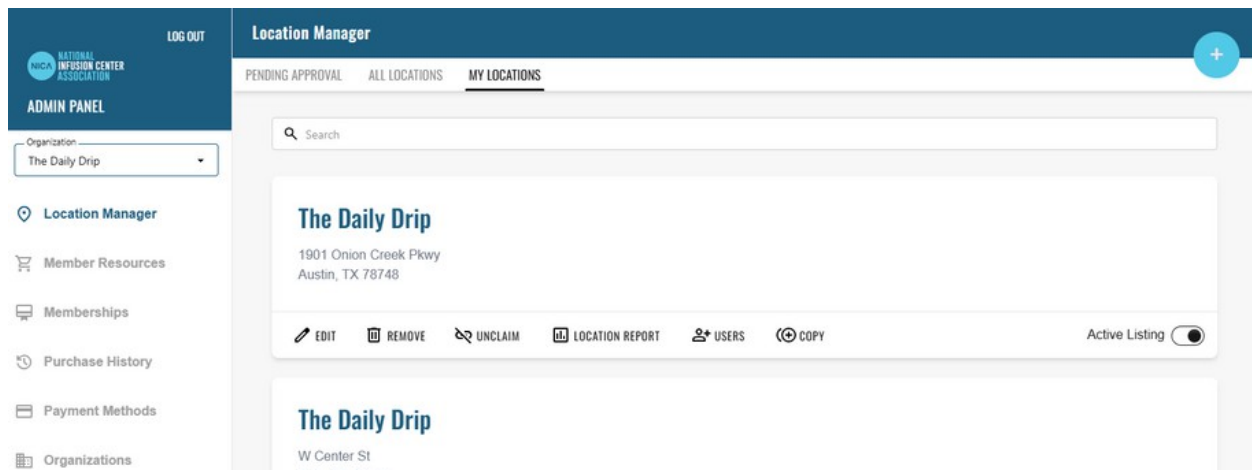
### 2. Choose from the following options to login:

- **Password** – If you have forgotten your password or have not yet set one, select “Forget Password?” to set a new password.
- **Sign in with Google** – Use your google Account to sign into the locator.
- **Emailed Link** – Receive an email redirect link to login to the admin panel. Check your spam folder if you do not receive it in your inbox. (use your admin email or the one an admin invited you with).
- **Register** – if you are a new user, create an account using your email and password.



The screenshot shows a login interface with three tabs at the top: **PASSWORD**, **EMAIL LINK**, and **REGISTER**. The **PASSWORD** tab is selected. Below the tabs, the text **SIGN IN WITH PASSWORD** is displayed. Underneath, there is a button that says "or SIGN IN WITH GOOGLE". Below this are two input fields: "Email" and "Password". At the bottom right, there is a link that says **FORGOT PASSWORD?**. At the bottom center, there is a blue button that says **SIGN IN & CONTINUE** with a right-pointing arrow.

- ### 3. Access the Admin Panel.
- After resetting or using a password and/or clicking the link, you'll be redirected to the Admin Panel page. Use the menu on the left to navigate the Admin Panel.



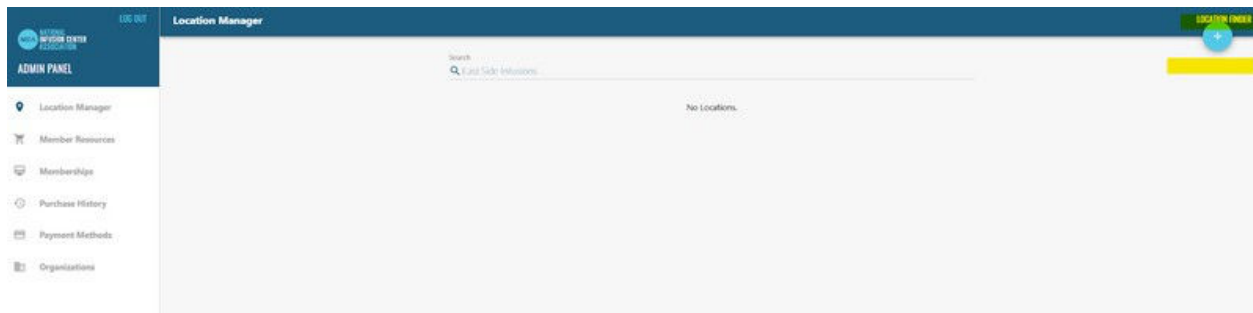
Need help logging in? Email us at [locator@infusioncenter.org](mailto:locator@infusioncenter.org).

# HOW TO CLAIM A LOCATION

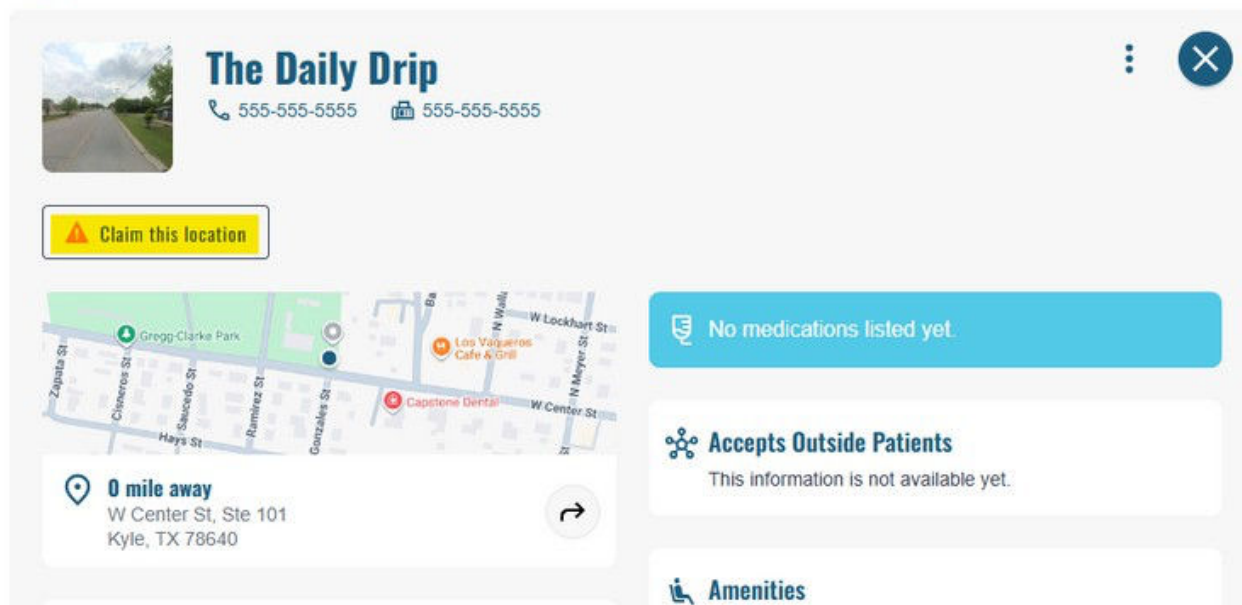
To request access to manage locations already in the locator

## Claiming a Center

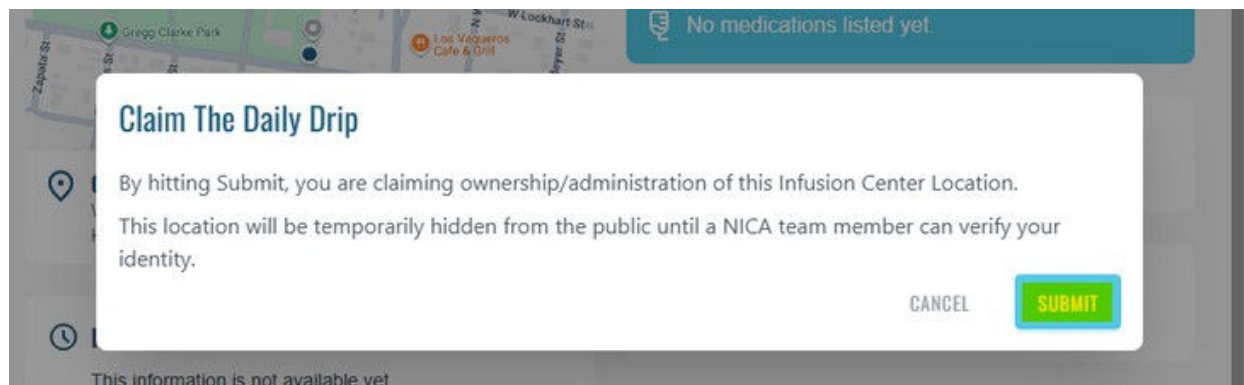
1. **Open the Infusion Center Locator.** Navigate to [locator.infusioncenter.org](http://locator.infusioncenter.org) by typing the URL in your search bar or from the Admin Panel by clicking 'Location Finder' (above the blue '+' button).



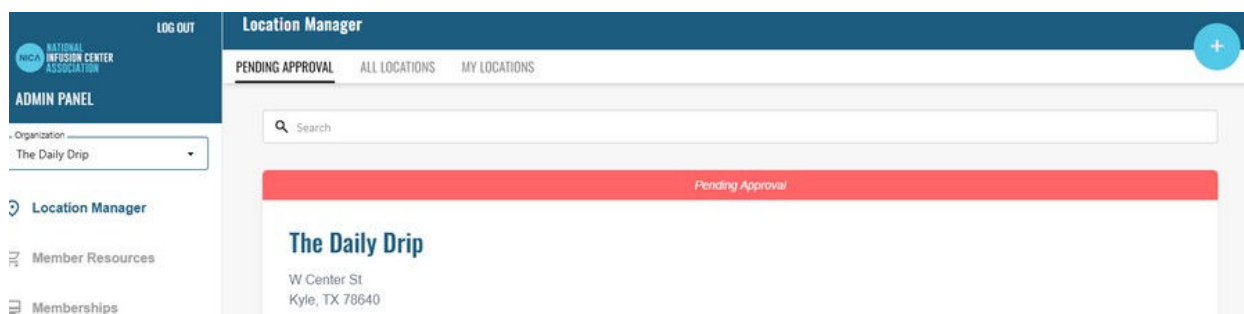
2. **Search and claim your center.** Use the zip code or city and state to find your center. Once you locate it, click on the center's listing and then click the 'Claim this Location' button (bottom left, next to the red triangle with an '!').



- 3. Submit your claim.** If you are not already logged in, you will be asked to do so. A pop-up will appear—read the message and click ‘Submit’.



- 4. Pending approval.** You'll return to the Location Manager, where your claimed location will display a red “Pending Approval” banner. Please allow up to 2 business days for our team to review and approve your request.



- 5. After approval.** Once approved, log in and go to the Location Manager in the Admin panel. The red banner will be gone. Click ‘Edit’ (bottom left of the listing) to update the center’s information.

Do you need help resolving issues? Email us at [locator@infusioncenter.org](mailto:locator@infusioncenter.org).