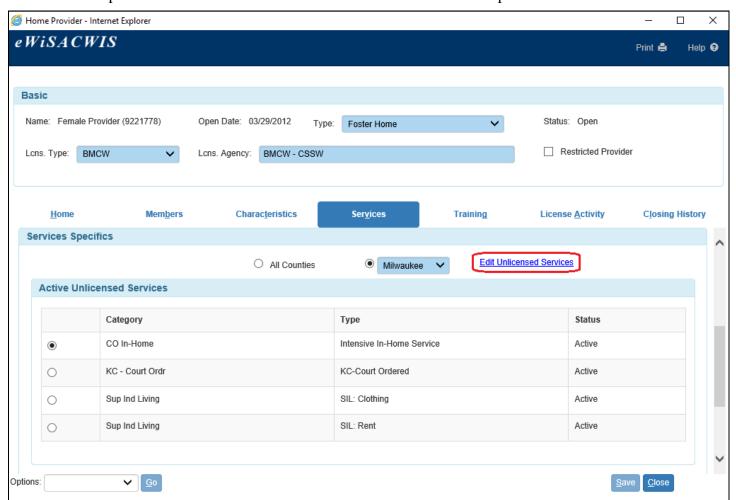
## **Unlicensed Services Types**

1. From the desktop, select the provider who needs updating. Click on the provider's name. This will open the Home Provider page.



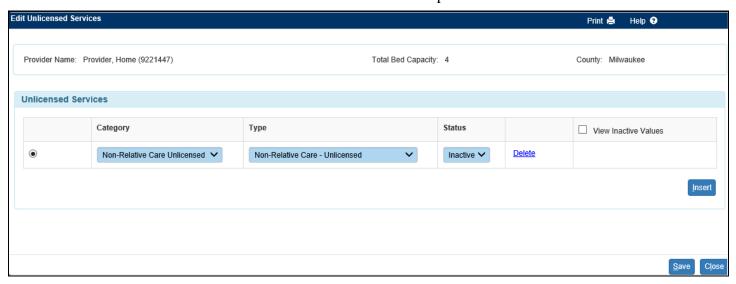
2. Click on the Services tab. In the Specific Services group box there are two radio buttons. By selecting the All Counties radio button, all Service Types for that provider will be shown. By selecting the other radio button and selecting a county from the drop-down list, only Services Types that are specific for that county and provider will appear. Click the <u>Edit Unlicensed Services</u> hyperlink in the Services Specific group box.

Note: The provider does not have to have an active license in order to update unlicensed services.

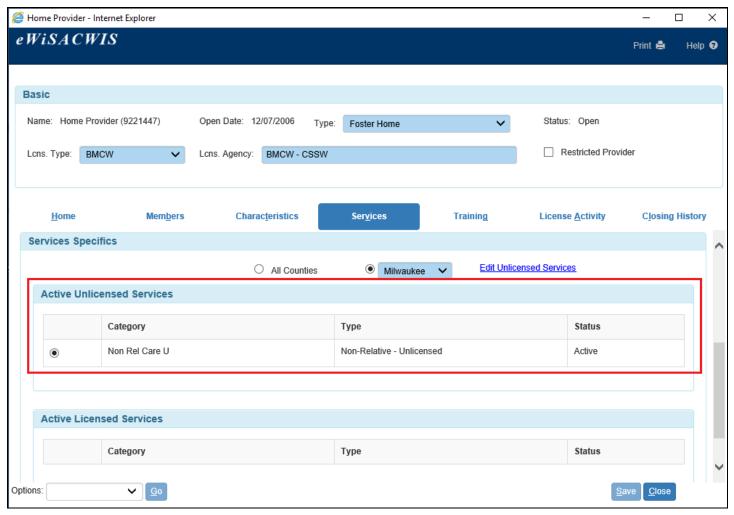


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3. Use the Insert button to add a new row in the Unlicensed Services group box. Use the drop down values to add specific Service Category, Type, and Status to that provider. The <u>Delete</u> hyperlink will allow the service row to be deleted. Click Save and Close. The record has been updated.



4. When you return to the Home Provider page, the added services will be displayed in the Active Unlicensed Services group box.



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