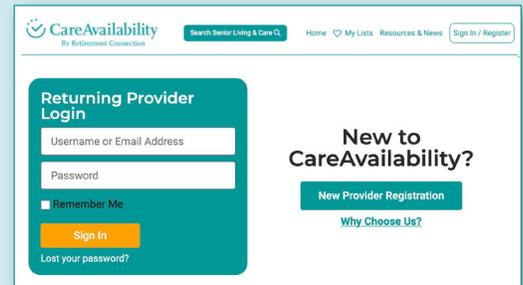


# Get Started

1

## Claim Your Listing

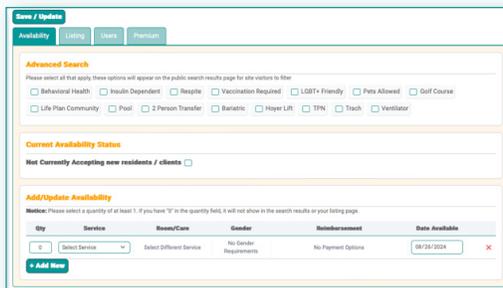
- Go to CareAvailability.com and click the Sign In/Register button in the top right corner.
- Click New Provider Registration Button.
- Set Up Personal Details (Username & Password).
- Select “Yes” for Are you a senior living or care provider?
- Search for your listing and select it from the drop-down options.
  - If you do not see your listing, please send a copy of your license to support@careavailability.com.
- Once submitted, allow us one business day to review and process your claim request.
  - You will receive an email notification when you’ve been confirmed.



2

## Update Your Availability

- When you log in – your dashboard will look like the screenshot below.
- Each field will have to be filled out to “add” the availability to your profile. You can add as many availability updates as needed.



- Housing - The empty field on the far left is for the number of available beds/rooms for that vacancy type \*NOT ROOM NUMBER.
- Home Care/Health – The empty field on the far left is for the number of potential clients you can onboard in a single day.

3

## Increase Engagement

- Report Often: This ranks your profile at the top of the search results when sorting by availability. Also, your availability expires after a pre-set time (between 2-14 days depending on service type).
- Report Accurately: Don’t post availability that is not actually available. This avoids having to tell a potential referral you posted inaccurate info.

