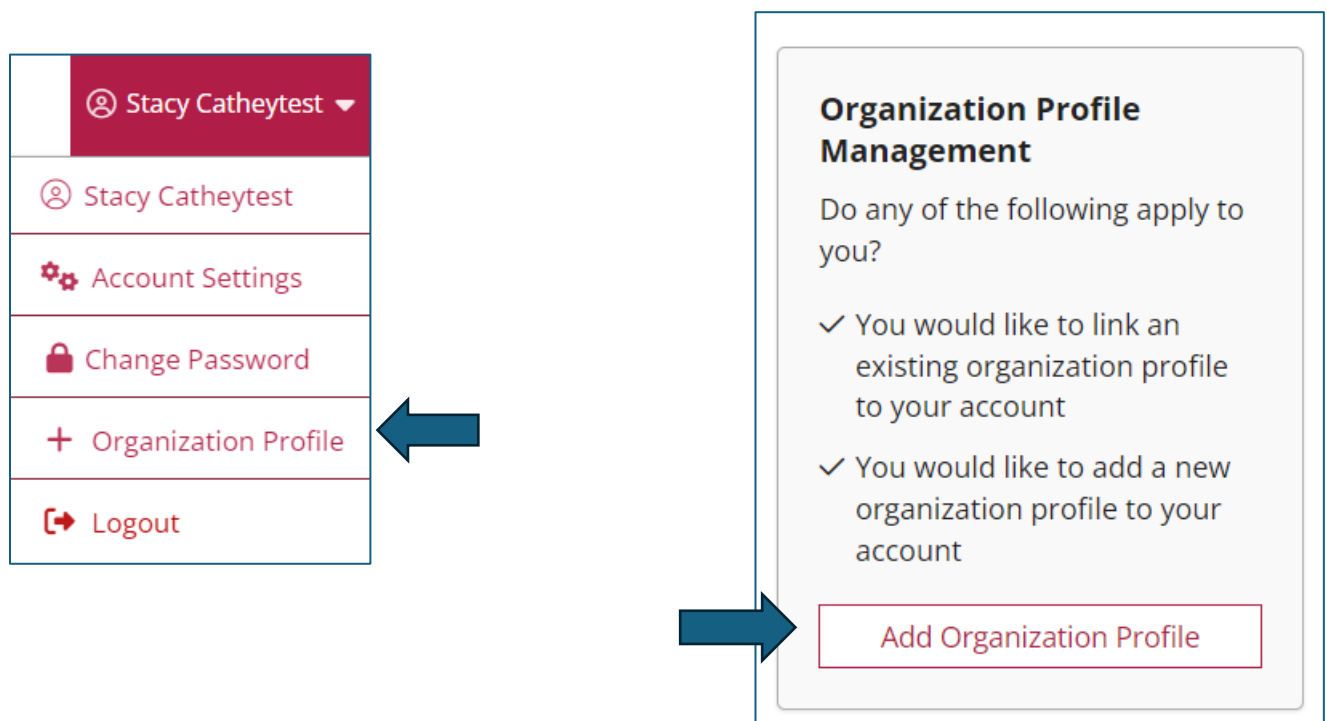


## Link a Direct Care Organization to an Individual Account

If you are the Director of Record, the Owner, or an approved contact through CCS, you can link the Organization to your individual account.

To link a Direct Care Organization, go to [www.okregistry.org](http://www.okregistry.org) and click on “Login.” Login to your individual account by entering your email address and password. If you have not created your individual account, [use this guideline](#) and create your own account.

There are two ways to add an Organization Profile. Click on “+ Organization Profile” from the pulldown menu or “Add Organization Profile” on the lower right-hand menu.



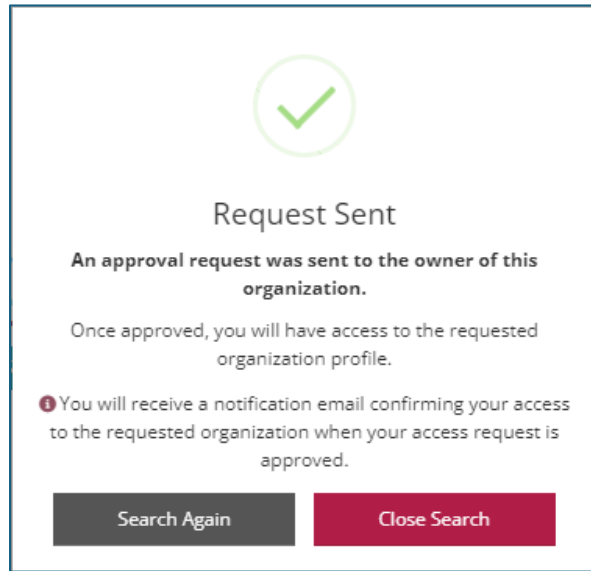
Enter the organization ID and click on “Find Profile.” If you do not know the Organization ID, please contact CECPD.

The screenshot shows a web form titled "Organization Profile Lookup" with a magnifying glass icon. Below the title is a subtitle: "Please enter the organization ID to request access to the organization profile. This is not a license number." There is a text input field labeled "Organization ID" containing the number "467". Below the input field is a prominent red button labeled "Find Profile", with a blue arrow pointing to it from the right. Underneath the button, there is a section titled "Need a New Organization Profile?" with the text: "If you need to create a new organization profile, please click 'Create Profile' to begin organization profile setup." Below this text is a button labeled "Create Profile". At the bottom left, there is a section titled "Don't Know the Organization ID?" with the text: "The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance." Below this text is a button labeled "Contact Support".

After you click on the “Find Profile” button, if you receive a message that states “We found the following organization,” verify the information on the screen. If correct, click on “Send Request.”

The screenshot shows a window titled "Organization Lookup" with a close button (X) in the top right corner. The main content area says "We found the following organization:" followed by a blurred organization name and the address "Edmond, OK 73034". To the right of the organization information is a section titled "Next Steps" with two paragraphs: "If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile." and "If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile." At the bottom of the window, there are two buttons: a red button labeled "Send Request" and a dark grey button labeled "New Search". A blue arrow points to the "Send Request" button.

The system will send an email to the owner of the Organization for review and approval.



The owner will review the request and either approve or deny it.

If you receive the message below, this means the organization is not a registered organization. Please go to the section titled “Register as a Direct Care Organization.”

