



## HOW TO CHECK A PROVIDER "TIP SHEET"

1. Log onto the system as an SSA.
2. Select any Individual and go to their Front Page.
3. Go to the "Connect" button and select the drop down arrow "To Another".
4. Go to the first field that says "Team Member" and click the magnifying glass. Scroll down to "More Records", then change the top criterion to search for "Providers".
5. Type the name or first few letters with an (\*) of the provider you want in the field and click search.
6. Click on the underlined link of the name to open the record. Check the dates to see if this provider is active or suspended. Scroll to the bottom to see what services this company provides.