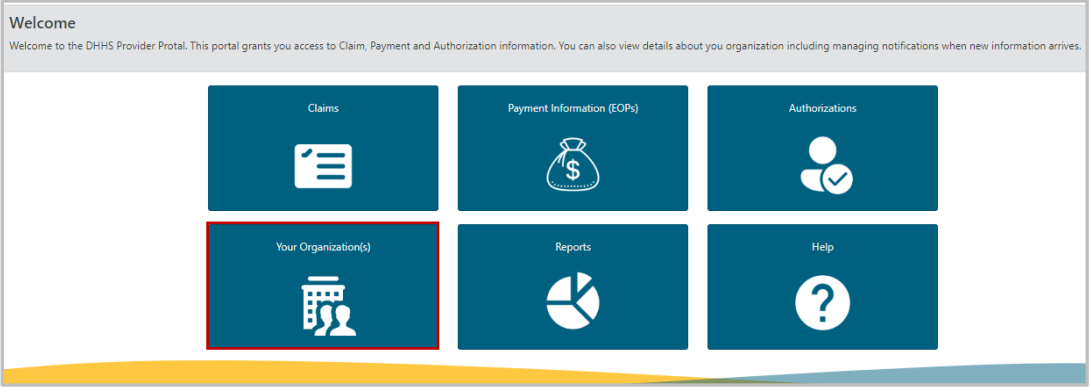
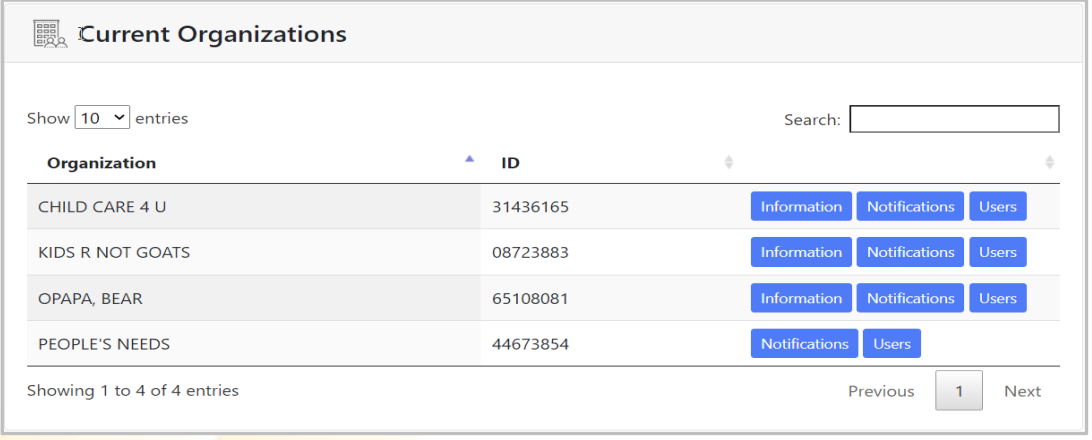


# CFS Provider Portal

## How to Add an Organization

If you are managing multiple organizations in your account, but do not see one in the Selected Organization drop-down menu, you can add an organization by using the **Your Organizations** tile on the Dashboard.

Step #	Description																									
1.	<p>Click on the <b>Your Organization</b> tile on your <b>Dashboard</b>.</p>  <p>The dashboard shows a 'Welcome' message and six tiles: Claims, Payment Information (EOPs), Authorizations, Your Organization(s) (highlighted), Reports, and Help.</p>																									
2.	<p>A list of your <b>Current Organizations</b> display.</p>  <p>The 'Current Organizations' section shows a list of organizations with columns for Organization, ID, and action buttons (Information, Notifications, Users). The list includes CHILD CARE 4 U, KIDS R NOT GOATS, OPAPA, BEAR, and PEOPLE'S NEEDS.</p> <table border="1"><thead><tr><th>Organization</th><th>ID</th><th>Information</th><th>Notifications</th><th>Users</th></tr></thead><tbody><tr><td>CHILD CARE 4 U</td><td>31436165</td><td>Information</td><td>Notifications</td><td>Users</td></tr><tr><td>KIDS R NOT GOATS</td><td>08723883</td><td>Information</td><td>Notifications</td><td>Users</td></tr><tr><td>OPAPA, BEAR</td><td>65108081</td><td>Information</td><td>Notifications</td><td>Users</td></tr><tr><td>PEOPLE'S NEEDS</td><td>44673854</td><td>Notifications</td><td>Users</td><td></td></tr></tbody></table>	Organization	ID	Information	Notifications	Users	CHILD CARE 4 U	31436165	Information	Notifications	Users	KIDS R NOT GOATS	08723883	Information	Notifications	Users	OPAPA, BEAR	65108081	Information	Notifications	Users	PEOPLE'S NEEDS	44673854	Notifications	Users	
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3.

Enter the **Organization ID** and **PIN** or **Invite ID** for the organization you want to add then click **Register**. The new organization will be added to your list of current organizations.

### Register Additional Organization

You can associate your account to multiple organizations. In order to register an additional organization you must provide the Organization ID and either the Invite ID you received from an existing organization's user via email or PIN you received in the mail.

Organization ID

Invite ID **OR**  
PIN

Register