Updating Your Information in the ReferNET Agency Survey System:

You will receive an email from your local 211 service.

The email will contain an introductory message, your log in credentials, and a link to a secure website for you to log in and request updates to your information. The link is something like this: http://www.refersoftware.com/survey20/Login.aspx?PAXX

Log in, and if you need to, update or edit your contact information.

Once you click save, you will have the ability to review and edit your organization information.

(next page)

The next screen you see will be based on whether your organization offers services at multiple sites, or only one location. If you have only one location, you will see a screen similar to this:

Text Size **+A -a** Reset

When all survey updates are complete, click [Survey Complete]

Logout | Edit user info | Add service | Contact us

COMMUNITY RESOURCE SURVEY

Last updated by CONNIE HART 1/13/2021

2nd Sam 9 Inc.

Section 1 - Location

2nd Sam 9 Inc.
2nd Sam 9
{PASW32 - 1}
☐ This location is temporarily inactive
☐ This location is permanently closed

[edit...]

325 Third Street
Waynesburg, PA 15370
Greene County
- This address is not confidential.
- No public transportation is available at this location.

[edit...]

Mailing Address
290 West High Street
Waynesburg, PA 15370
Greene County
- This address is not confidential.

[edit...]

Email Address *(for organization)*
2ndsam9@windstream.net

[edit...]

Website Address
http://2ndsam9.org/

[edit...]

Publish Location?
Include this location in printed directories.
Include this location in public web sites.

[edit...]

New Telephones *(add or edit new telephone information)*

[edit...]

Other Names for Organization/Location

[edit...]

Section 2 - Contact & Business Info *(click to view details)*

Section 3 - Additional Information *(click to view details)*

Click the program/service name below to review and edit.
You may add a service if it is not listed below. Click to add a new service for this location.

(next page)

If your organization has multiple sites, you will see a screen with a dropdown list. Choose which location you want to update.

If anything needs to be changed, click the edit bubble in the center. The new information will be put into the right side of the screen.

(next page)

Once the organization information is updated, click on the bar for "Section 2 – Contact & Business Info." Update any information necessary; click through and update Section 3. Beneath those sections, you'll see a heading for each service offered. Open them and review the information; edit anything that should be updated.

If there are services that you offer that are not listed, you'll see a link in Section 3 to add a new service.

Section 3 - Additional Information *(click to hide details)*

Click the program/service name below to review and edit.
You may add a service if it is not listed below. Click to add a new service for this location.

(next page)

Once you have reviewed all the information at all sites, you have two choices: if your record did not need any changes, choose "No Changes" at the bottom of the page. If you requested changes, when done, choose "Survey Complete" at the top.

If you have questions, please refer back to the email you received from your local 211 service for instructions on how to proceed. Thank you for participating in PA 211's database!