Update Your Organization’s NHPCO Profile and Roster

Organization managers—individuals with permission to edit their organization’s record like you—can now easily navigate between multiple locations, update organizational contact information, and edit organizational rosters—including adding new staff, removing former staff, and editing individual staff information—with our new and improved organization profile page. The screenshots below will help walk you through some of the most important profile features. Please reach out to solutions@nhpco.org with any questions.

Log In

Starting at www.nhpco.org, select Menu, then the Login button.

Menu

After you are logged in, select “Menu” on the right-hand side of your screen and then click “View My Profile.”

First, visit your “My Profile” page

Once on the “My Profile” page, click on “Manage Organization” in the upper right-hand corner to access your “Organization Information” page.
**Navigate Between Locations**

If your organization has multiple locations, you can navigate between locations by clicking the "Locations" button on the menu bar on the right-hand side of the "Manage Organization" page.

**Update Organization Roster**

Scroll to the bottom of the "Manage Organization" page and select "Add New," "Edit Individual," or "Edit/End Relationship" depending on your needs. You can also view your roster by clicking "Roster" on the menu bar on the right-hand side of the "Manage Organization" page.

**Update Organization Demographics**

Click the Demographics on the My Organization Menu to open the Demographics screen. You can add or edit your organization's Accreditation info at the bottom of this screen. Click the Edit Organization Demographics button to edit all other information. Be sure to click save after making updates.