

NATIONAL HOSPICE AND PALLIATIVE CARE ORGANIZATION

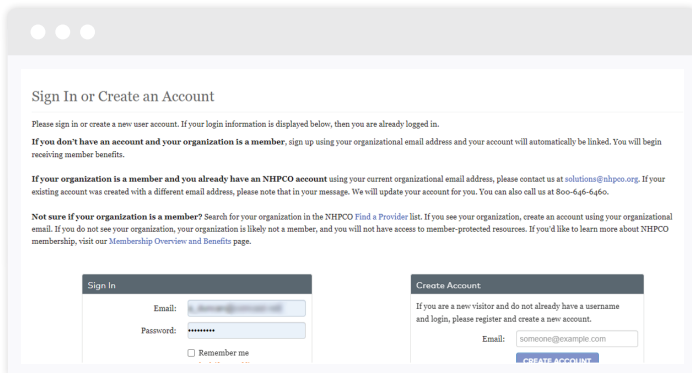
Update Your Organization's NHPCO Roster



Organization managers—individuals with permission to edit their organization's record like you—can now easily navigate between multiple locations 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 walk you through the process. Please reach out to solutions@nhpc.org with any questions.

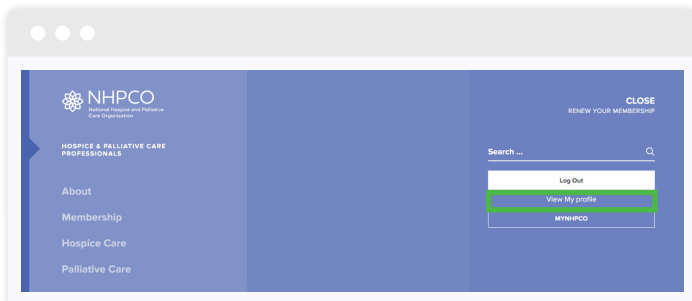
Log In

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



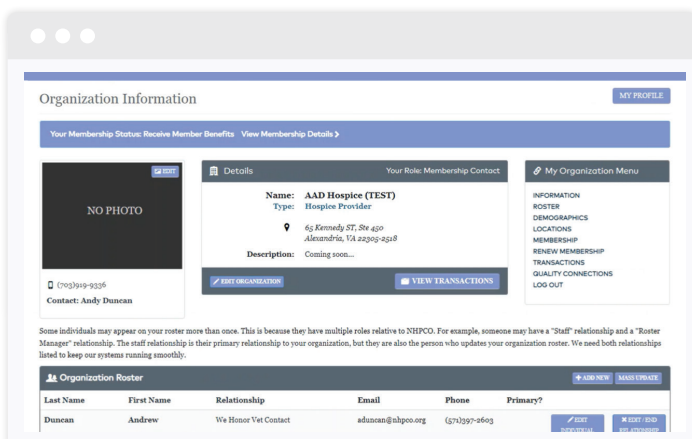
Menu

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



View Organization Profile

Once on the "My Profile" page, click on "Manage Organization" in the upper right-hand corner to access your "Organization Information" page.

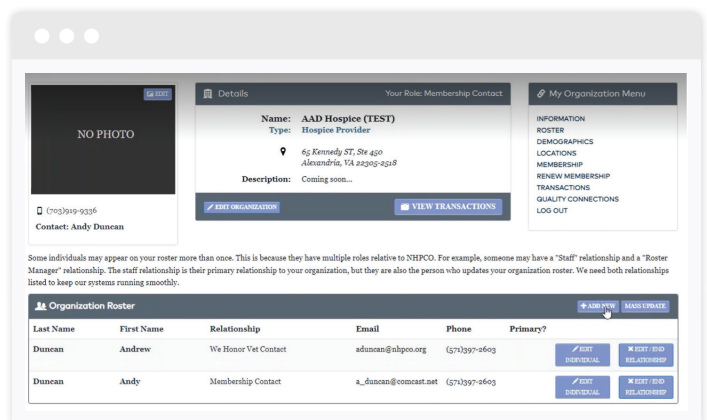


Navigate Between Locations

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.



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