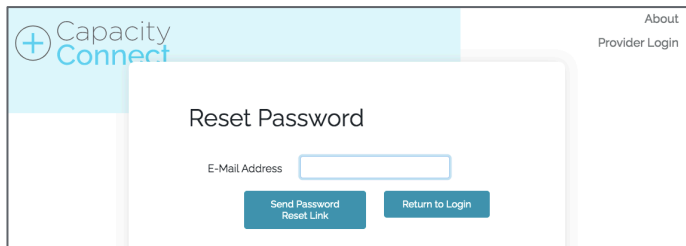


Getting Started

To set up a listing for your organization, [fill out this form](#). Better Health Together (BHT) will initiate set-up and notify you when to log in. *Dashboard access is at the organization level, not the facility level.

Setting a Password

Once your new account is initiated, you'll receive a confirmation email from Better Health Together and will need to set a password for your account. [Click here](#) and follow the instructions. Once you've set your password, click on [Provider Login](#) on the [Capacity Connect homepage](#).

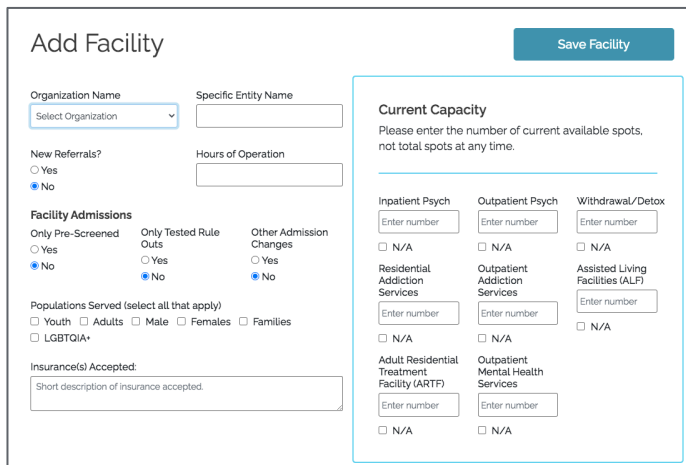


Setting up Facilities

You will see this screen the first time you log in. Click **+ Create New Facility** on the right to add a new facility for your organization.



Click **Save Facility** to make the facility, details, and capacity live on Capacity Connect. Use the same process for each of your organization's facilities.

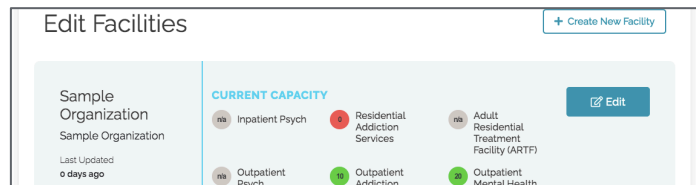


Updating Organization Listing/s

Updating your organization's listing and capacity only takes a few clicks. Use the [Provider Login](#) to access the dashboard and see each of your organization's facilities.

Updating Facility Capacity

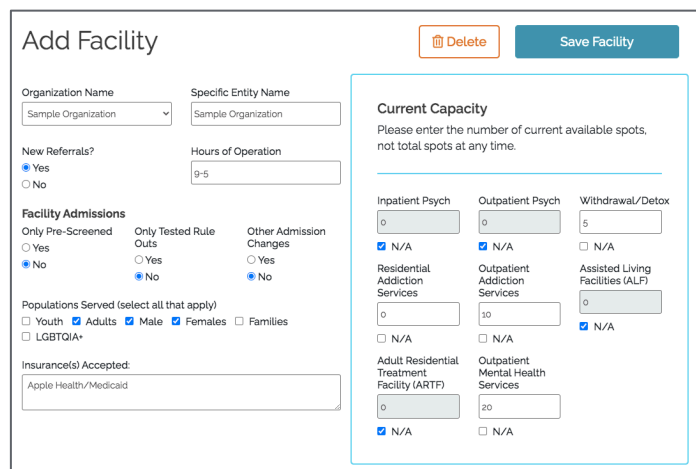
Click the **Edit** button to the right of the facility to update the facility's capacity. Update the facility's capacity in the box on the right side of the screen. Click **Save Facility** to finish and make updates visible in the [search results](#).



Updating Other Details

Additional organization and facility details are on the same page as the Current Capacity.

Follow the instructions to "Update Facility Capacity" above. **Scroll down** to view and update other facility or organization details.



Adding or Removing Admins for Organizations

[Fill out this form](#) to add or remove admin users for the organization's dashboard on Capacity Connect. Our team at Better Health Together will confirm when the requested admin changes are complete.

New admins will follow the instructions for "Setting a Password" to access the new account. Admins have access to an organization's entire dashboard and can update all the information and capacity.

Have questions or need help troubleshooting?

[Fill out this form](#) to contact our team, and we'll get back to you.