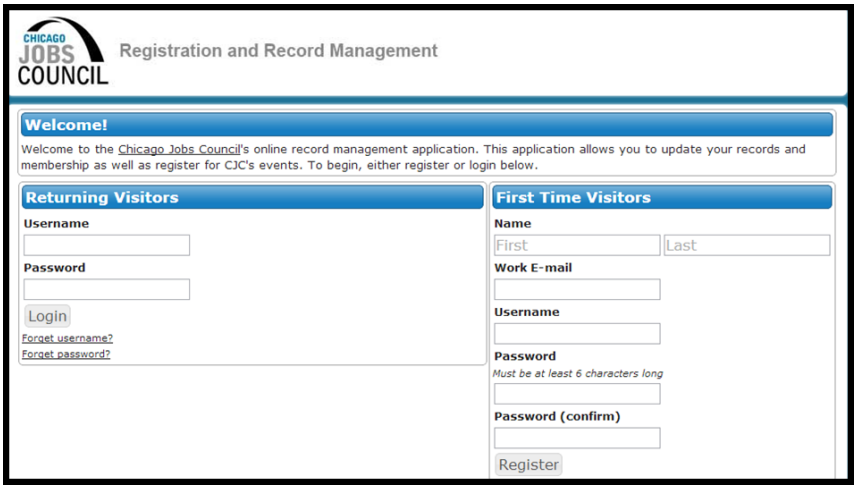
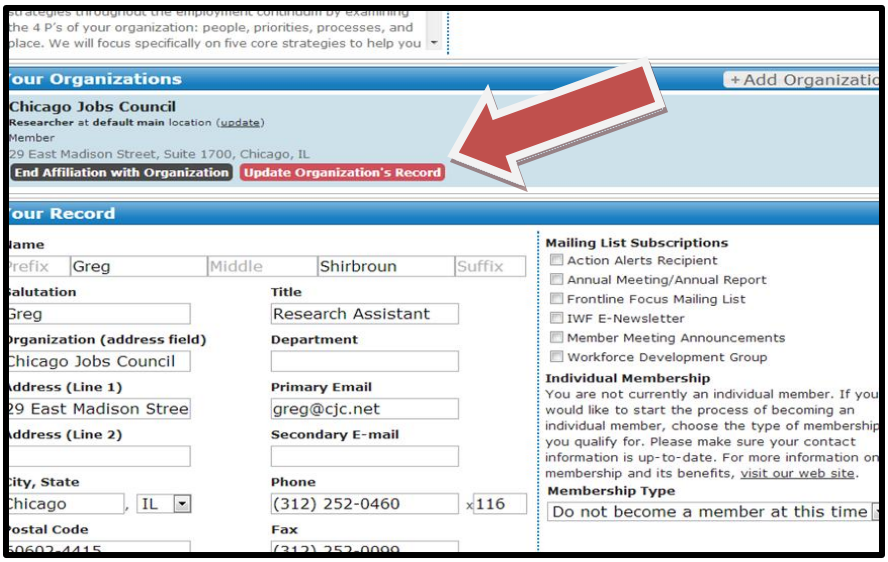
How to Update Organizational Information on CJC's WIRE Provider Directory

1. Access [CJC's Records Management System (manage.cjc.net)]

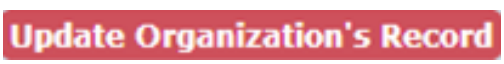


2. Sign-in with username and password. If you've forgotten either one, use the following links to reset. First time users should register on the right side of the page.
   - Reset username
   - Reset password

3. Upon signing in scroll down to the section entitled, "Your Organizations".



4. To update information about your organization on the WIRE Provider Directory, click the red button:

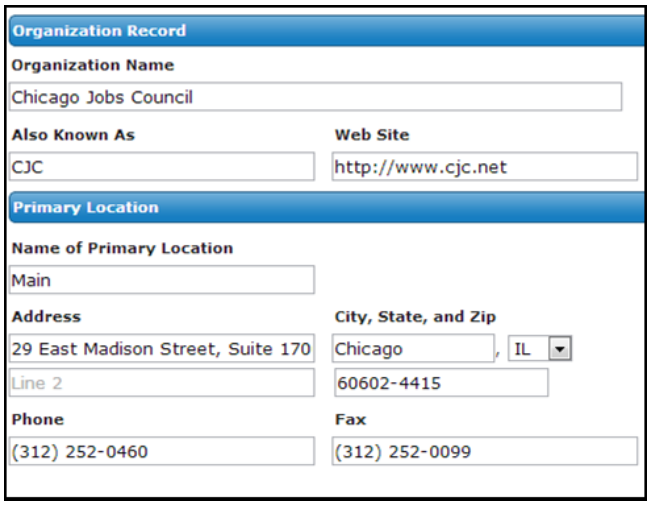


5. On the next page you can make the following updates:
   a. Address Changes (upper left corner)

b. Add Locations (middle of the page)
c. Classifications (middle of the page)
    i. Organization Type
    ii. Populations Served
    iii. Services Provided
    iv. Community Areas Served
        1. Counties
        2. Cities
        3. Neighborhoods (Chicago only)

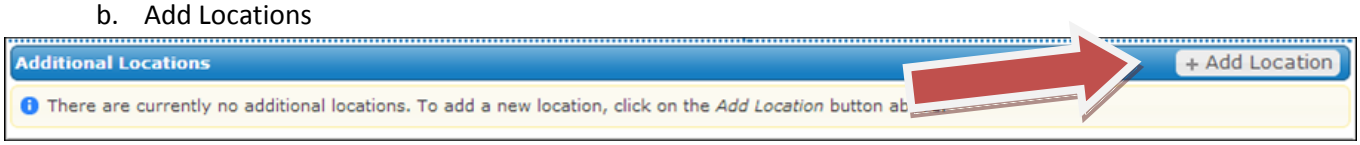
Read on for more information about making each type of update –

a. Address Changes (and other basic organizational updates)



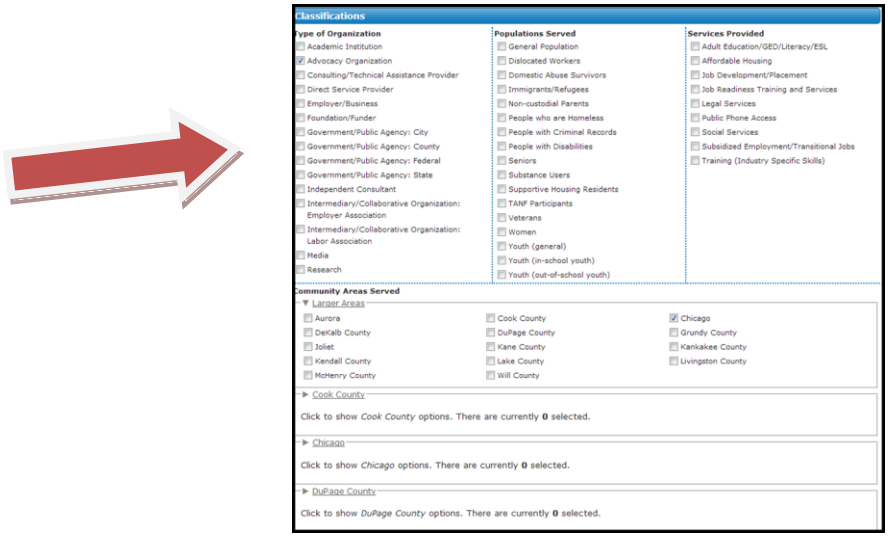
These changes can be made in the upper left corner of the "Update Organization" page.

b. Add Locations

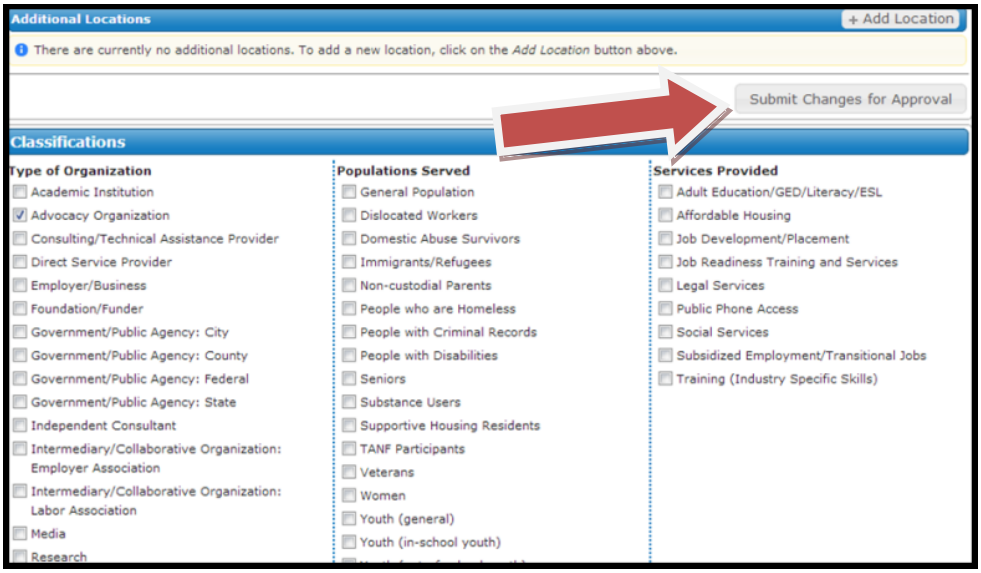


In the middle of the page, add other locations to your organization's account by clicking the "Add Location" button.

c. Classifications



At the bottom of the page, under the heading “Classifications”, you can select a new organization type, additional populations served (i.e. target populations), or services provided. Additionally, select the counties, cities, and neighborhoods (Chicago only) that your organization serves.

IMPORTANT: When selecting community areas served, please only select areas that are in close proximity to your service locations. For example, although a grant may fund services for all Chicago residents, if your only service location is in Rogers Park, please only select neighborhoods around Rogers Park. This will ensure the Provider Directory is more useful as a guide to referrals for individuals with limited access to transportation.

6. Once all changes are made, click the “Submit Changes for Approval” button in the middle of the page. Your changes will be sent to the WIRE administrator for approval, and show up on the WIRE within 24 hours.