



# How To Renew Your Listing in the BIAAZ Resource Directory

We're glad that your organization is listed in the Brain Injury Alliance of Arizona's online Resource Directory. It's important that our customers receive accurate information, so we want to make sure your information is up-to-date.

When it's time to update your information, you'll receive an email from us containing your username and password. You will have three weeks to submit your update. We'll send you a reminder halfway through the update period.

*Please note that if you don't update your information by the deadline, you will be removed from our site.*

## Here's how to do it:

**1. Go to <http://www.biaaz.org/bia/ProviderLogin.aspx>**

**2. Login with your username and password.** If you can't remember your username or password, contact Faes ("Fice") Ibrahim at 602-508-8024 or [operations@biaaz.org](mailto:operations@biaaz.org).

**3. Check the information that currently displays on your profile:**

- Update the information in the white box on the right-hand side of the page labeled "Private Information." This is information the BIAAZ staff will use to communicate with your organization. It will NOT be published on the website nor provided to customers. You can change your username and password, if desired.
- Review and update the information on the left-hand side of the page. This is the information that the public will see. Edit the fields (address, phone, etc.) as needed.
- You can view the categories and subcategories in which your organization is listed in the drop-down box entitled "Type of Provider." Click on "Edit Categories" to suggest changes.

Our protocol for categorizing providers is to focus on the services provided specifically for clients with brain injury by experienced staff. Please see the Information and Referral Provider Requirements sheet you received at your Resource Orientation for details.

**4. If no changes are necessary, click "No Changes Necessary" and you're done!**



**5. If you make changes, click “Submit Changes.”** Your revisions will be reviewed by the BIAAZ staff. Final changes will appear on the website within three weeks after submission.

*The BIAAZ has the authority to make the final decision on what will appear in your listing based upon established Information and Referral standards.*

**6. If you have any questions,** check the “Please contact me about...” box and add your question in the box below. We’ll be in touch shortly. (This section will not display on the website.)

**Reminder:** If you do not review your information and click either “No Change Necessary” or “Submit Changes” by the deadline, your organization will be deleted from the BIAAZ database.

To reinstate your listing, contact Faes Ibrahim at 602-508-8024 or [operations@biaaz.org](mailto:operations@biaaz.org). You will be required to participate in a Resource Orientation meeting and re-apply for listing.