

HOW TO EDIT/ADD AGENCY INFORMATION IN THE SC 2-1-1 DATABASE



Online at www.sc211.org

Edit Current Listing

1. Log in to "My Account"
2. Click "Home"
3. Scroll down to search bar
4. Search for your organization
5. Click on your organization to open your organization's profile
6. Scroll down and to the right, click "Report updated information"
7. Make the necessary changes
8. Click "Submit Record"
9. We will receive your edit request, and approve changes on our end. Changes will not be seen until we have approved them.

Add a New Listing

1. Log in to "My Account"
2. Click on "Add a new resource record"
3. Fill out the form
4. Click "Submit Record"
5. We will receive your request, and approve changes on our end. Changes will not be seen until we have approved them.

Need to create a new account? (It's free!)

1. On the My Account page, click "Create a New Account."
2. Enter the required information (Name, Username, E-mail, Phone Number, Organization and Password), then click "Register."
3. After your account has been created, an activation link will be sent to the e-mail address you entered.

*Note that you must activate the account by clicking on the activation link when you get the e-mail before you can login. If you do not receive the email in your Inbox shortly, please check your spam or bulk mail folder for the activation email.

If you experience any further issues, please email jesus.caldera@sc211.info

Paper Application

Fill out [this form](#) with your agency's updated or new information.

→ Scan and email to jesus.caldera@sc211.info, or

→ Print and mail to:

400 Arbor Lake Dr.
Suite B-500
Columbia, SC 29223

By Phone

Contact Jesus Caldera at 803-608-1409 to update or add your agency listing over the phone.

If you have additional questions, you can review our [FAQs](#) or contact Jesus Caldera at jesus.caldera@sc211.info.

