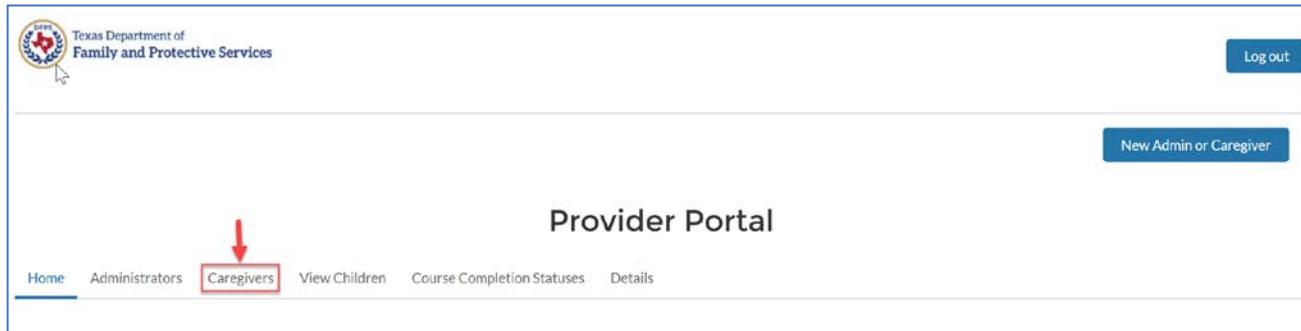
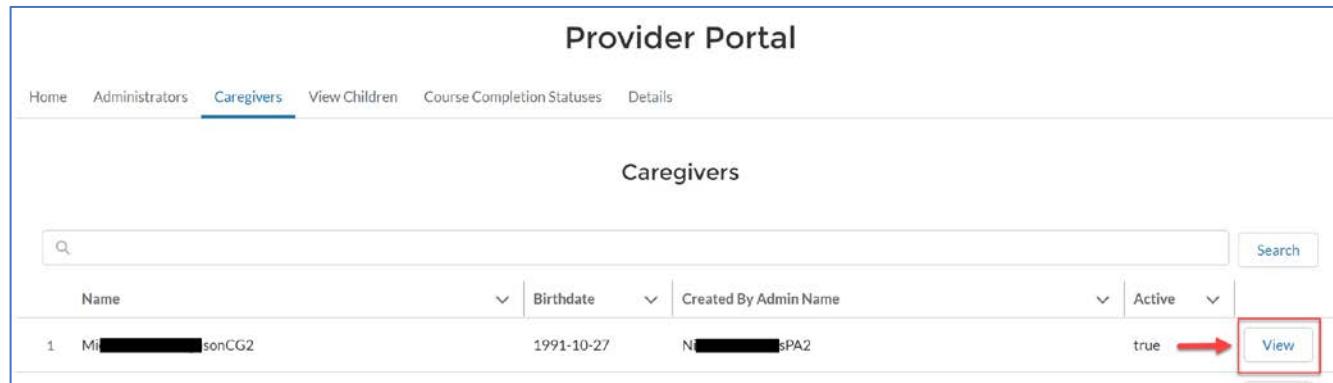


Add Email Address to an Existing Caregiver Account in the DFPS Provider Portal

1. Click on the **Caregivers** tab.



2. Click the **View** button for the caregiver of interest.



3. Click the **Edit** button in the **Provider Relation Status** section then add the **Caregiver's Email** address.

Caregiver Details

Caregiver Information

Legal First Name *	MikeCG2	Legal Last Name *	sonCG2
Legal Middle Name		Birthdate *	10/27/1991
SSN/ITIN *	XXXXXXX8788		

Provider Relation Status

Active	<input checked="" type="checkbox"/>	Date Started as Caregiver *	10/28/2024
Date Separated		Caregiver Deactivation Reason	
Caregiver's Email	m[REDACTED]soncg2[REDACTED]mail.com		<input type="button" value="Edit"/>



4. Click the **Update** button.

Provider Relation Status

Active	<input checked="" type="checkbox"/>	Date Started as Caregiver *	Oct 28, 2024
Date Separated		Caregiver Deactivation Reason	--None--
Caregiver's Email	m[REDACTED]soncg2[REDACTED]mail.com		<input type="button" value="Update"/>

