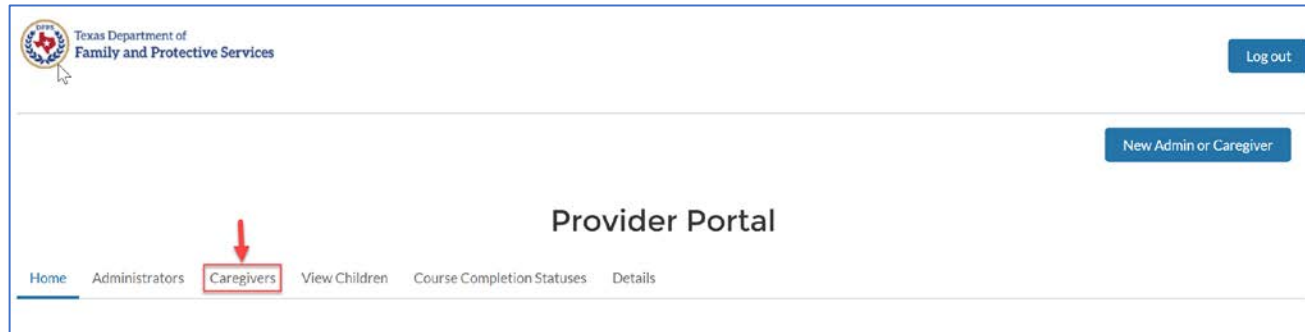


---

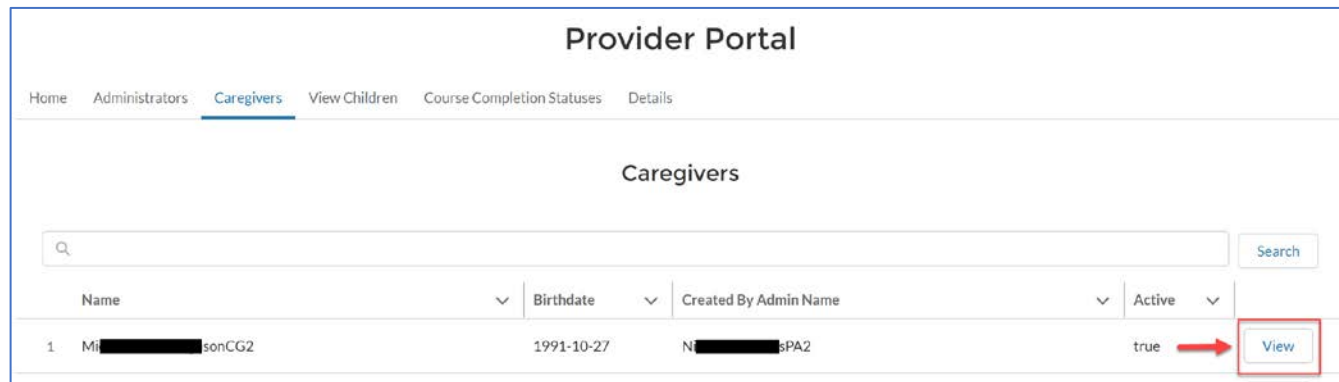
## Add Email Address to an Existing Caregiver Account in the DFPS Provider Portal

---

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 \*

M[REDACTED]CG2

Legal Last Name \*

[REDACTED]sonCG2

Legal Middle Name

Birthdate \*

10/27/1991

SSN/ITIN \*

XXXXXXXX8788

Provider Relation Status

Active

☒

Date Started as Caregiver \*

10/28/2024

Date Separated

Caregiver Deactivation Reason

Caregiver's Email

m[REDACTED]song2@[REDACTED]mail.com

Edit

Edit

4. Click the **Update** button.

Provider Relation Status

Active

☒

Date Started as Caregiver \*

Oct 28, 2024

Date Separated

Caregiver Deactivation Reason

--None--

Caregiver's Email

m[REDACTED]song2@[REDACTED]mail.com

Cancel

Update