

STEP 1: Find Your Listing

1. Go to CareAvailability.com
2. Enter your community or agency name in the search box
3. Click on your listing when it appears

Don't see your listing? Email proof of your state license or Certificate of Occupancy to Support@CareAvailability.com or use the Contact Us page.

STEP 2: Claim Your Listing

1. Click the "Claim This Listing" button
2. Create your provider login (ensures only authorized people can edit)
3. Submit form
4. Wait 1-2 business days for approval (usually faster)
5. You'll receive dashboard access via email

STEP 3: Update Your Availability

1. Log into your dashboard from any device (computer, tablet, phone)
2. View "Current Availability" and begin making edits
3. Review your contact details are accurate
4. Add availability details: room/care types, payment accepted, start of care dates
5. Click Save
6. For individual location details, select "My Organizations" in the left toolbar

Multiple Locations (Regional / Corporate)

Manage several communities or offices?
Add all locations to one dashboard:

1. Follow the instructions above for your first location
2. Once approved, log into your dashboard
3. On the left toolbar, confirm you are on the "Quick Edit / Update All" view
4. Scroll to the bottom and click "Claim Another Listing" — search by name or address
5. Select "Claim" and repeat until all locations are connected

What's Included Free

Every licensed provider receives a complimentary basic listing:

- Community or agency name
- Address and contact information
- Services you provide
- Real-time availability reporting
- Dedicated landing page indexed by search engines

Corporate Account Benefits

- Manage all locations in one place
- Add team members with different permission levels
- Update availability across multiple sites at once
- National Partner benefits for 20+ locations

Quick Tips for Best Results

- Update availability at least weekly
- Add 3-5 quality photos of your community or agency
- Write a profile description with keywords and service highlights
- Respond to inquiries within a few hours

Want More Exposure?

Upgrade to a Premium Profile to add marketing visuals and stand out to families searching for care.

Premium providers are **more likely** to receive inquiries.

No referral fees. No lead fees. No tracking numbers. Families contact you directly.

Need More Help? [CareAvailability.com/contact-us](https://www.CareAvailability.com/contact-us)