



Below are instructions for updating agency and program information on United Way 2-1-1 Online. If you would like to update in another format or have questions, please contact Jennifer Miller, United Way 2-1-1 Resource Specialist, at [jennifermiller@uwgkc.org](mailto:jennifermiller@uwgkc.org) or 816-559-4671.

1. Go to [www.unitedwaygkc.org](http://www.unitedwaygkc.org).
2. Click on United Way 2-1-1 logo on the left side of the page.
3. Click on “Click here to search United Way 2-1-1 Online” at the top left of the page.
4. Click on “advanced search” at top of the page.
5. Choose “Search Type:” Agency Records
6. Choose “Search contains text” or “Name begins with”
7. Under “Search In:” put a check next to the name option
8. Type all or part of the name of your agency in the “Find Text:” field then click “Search Now” at the bottom of the page. (If you are not able to find your program, please contact Jennifer Miller at [jennifermiller@uwgkc.org](mailto:jennifermiller@uwgkc.org) or 816-559-4671)
9. Click on the name of the agency in the results. You will see the agency information listed, as well as the programs attached to the agency.
10. Information on the agency can be updated by scrolling to the bottom of the page and clicking the “Update Information” button. Information on the programs can be updated by clicking on the programs and scrolling to the bottom of those pages and clicking the “Update Information” buttons.
11. Put in contact information for yourself at the top of the update pages.
12. All information currently on record will be filled into fields below. If information needs to be changed, delete populated information and type in new information.
13. Click Submit at bottom of page when you are finished. Information will be sent to Jennifer Miller, Resource Data Specialist at United Way 2-1-1, reviewed to determine if clear and appropriate and will then be entered into the United Way 2-1-1 resource database. Jennifer will contact the submitter with any questions.

\*Note: if you would like to add new programs or delete a program, please contact Jennifer directly.