

YouTube Video Training: [HCBS SETS Provider Portal Adding a Setting](#) (3:01)

## SETS Provider Portal Settings

### Adding a Setting to a Provider Entity


1. Locate and click Setting Registration from the Main Menu of the Provider Portal.



## HCBS Provider Portal

 All of My Provider's Comments

 Pending Users (0)

 My Provider Self Assessments

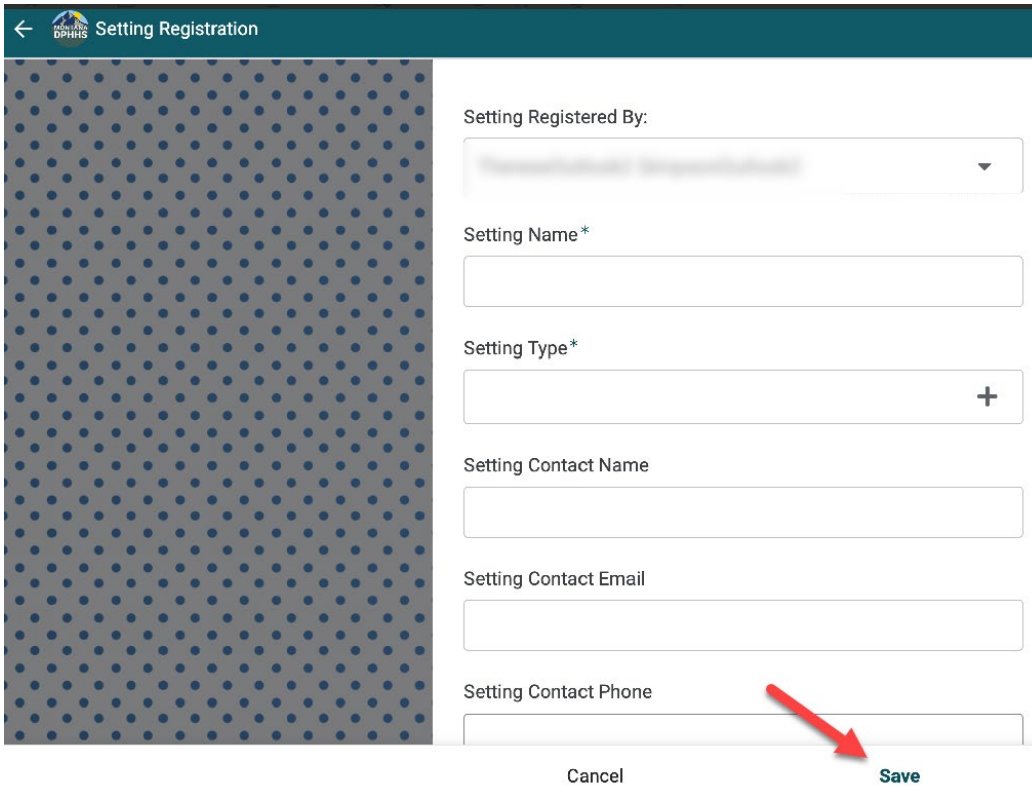
 Setting Registration

 My Providers Users

 About

 App Gallery

2. Complete the Setting Registration Form. Required fields are designated with an asterisk \*.
3. Click Save at the bottom of the form when complete.



Setting Registration

Setting Registered By:

Setting Name\*

Setting Type\*

Setting Contact Name

Setting Contact Email

Setting Contact Phone

Cancel Save

*Note, HCBS staff will receive an email notification when you have Saved a Setting's Registration Form.*

#### [View List of Your Settings](#)

Settings can be viewed in the Related Settings Area of My Provider Home.



My Provider Home

Clancy

State

MT

Provider Contact Name

Date Created

7/26/2024 10:16 AM

Status

Approved

Related Settings 4

Setting Name	Setting Type	Physical Address of Setting	City
Day Program	Day Supports		Helena
Group Home	Group Home		Helena
Melinda's Home	Group Home		Helena
Adult Foster Care Home	Adult Foster Care		Clancy

ViewAdd

My Provider Home

Edit Your Settings

Some fields on the Settings Record are editable\* in the Provider Portal.

Updates to the Setting Phone Number, Email, and Contact Name can be made without impacting other areas.

Updates to the Setting Name and Setting Type, as well as removing a Setting, can impact other areas and should not be made in the Provider Portal. Contact HCBS staff if you need to update your Setting Name, Setting Type, or if you need to remove your Setting from the Provider Portal.

*\*Some items or records, when edited, have impacts on other areas of the system. If you are not sure of the impacts on editing an item or record inquire with HCBS staff before making the change.*