FIND A LOCAL PROVIDER

Manage a practice

Edit your practice listing and website once you have confirmed it is yours.

For: Authorized business managers

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Why it may help

Use the free tools at your own pace, with control over your information.

Before you begin

A free personal account is all you need. You can edit your own profile straight away; a practice is edited once you have confirmed it is yours.

Choose your task > Follow steps > Check status

Step by step

1. Confirm the practice is yours first; see Confirm that a practice is yours. You use your own personal account: there is no separate business login.

2. Open Your practice from My Dashboard. Review the details and choose Authorize and publish this practice when you are ready for it to be public.

3. Edit phone, hours, services, photos, booking link, address and website from Edit practice details. Changes save by themselves and the listing stays public.

4. To change the practice name, email support@findalocalprovider.com.

5. Invite colleagues to help manage the practice from My Account. Each person uses their own account.

What to expect

What you enter is saved for you, and each tool shows whether it is public. Reading this guide changes nothing.

If something is not working

Do not share a login. Managing a practice gives no access to a colleague s personal profile.

Open the tools

Open this task

https://findalocalprovider.com/practice-access

Read the current online guide

https://findalocalprovider.com/help/administration

Related guide: practice control

https://findalocalprovider.com/help/practice-control

Related guide: privacy

https://findalocalprovider.com/help/privacy