1. Go to the VHASS website: http://vhass.org/ Login using your username and password.
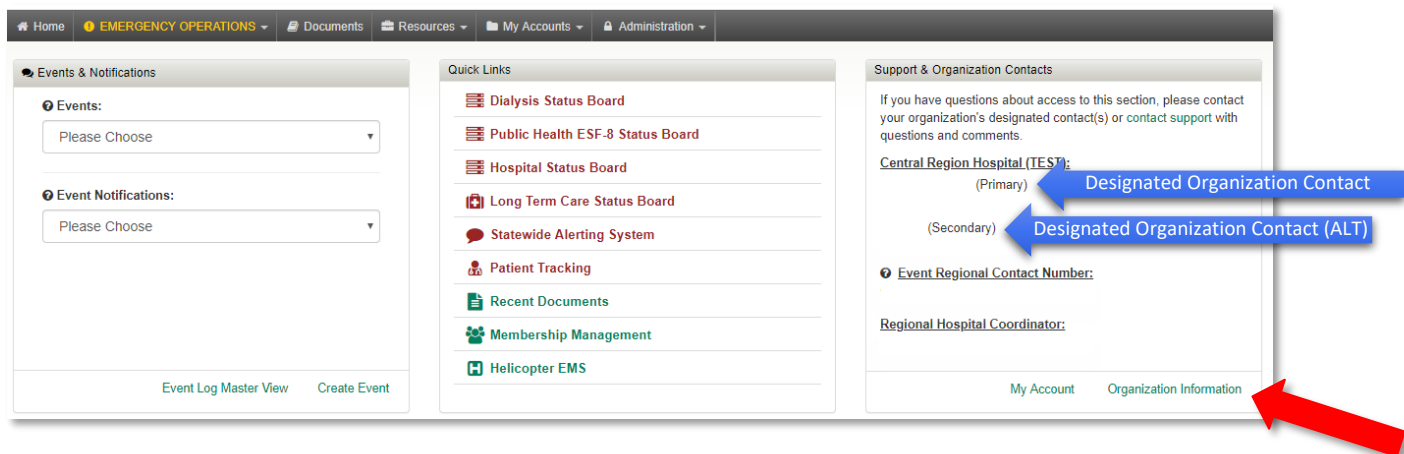

2. To update the organization information, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account. Click "Organization Information".

**If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not see the "Organization Information" button. The Designated Organization Contact names are listed in the Support & Organization Contacts box.

3. Under the "Contact Information" Tab, click "Edit Contact Information".

4. Step 1 of 6 – Update the contact information for the facility. Click "Continue".

5. Step 2 of 6 – Update the Hospital Coordinating Center (HCC) Information and Hospital Emergency Department (Room). Click "Continue".

6. Step 3 of 6 – Update the Key Personnel Section. Click "Continue".

7.   Step 4 of 6 – Update the Alerting Contacts. Click "Continue".

8.   Step 5 of 6 – Update the Emergency Operations Access Authorization. Click "Continue".

9.   Step 6 of 6 – Update the Patient Tracking Access. Click "Continue".

Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.

Contact your healthcare coalition for assistance - https://vhass.org/regional/