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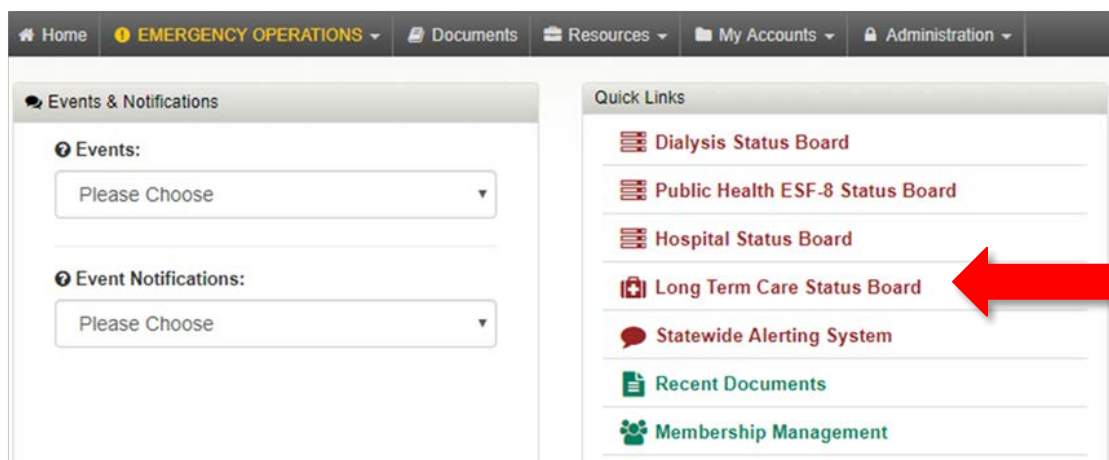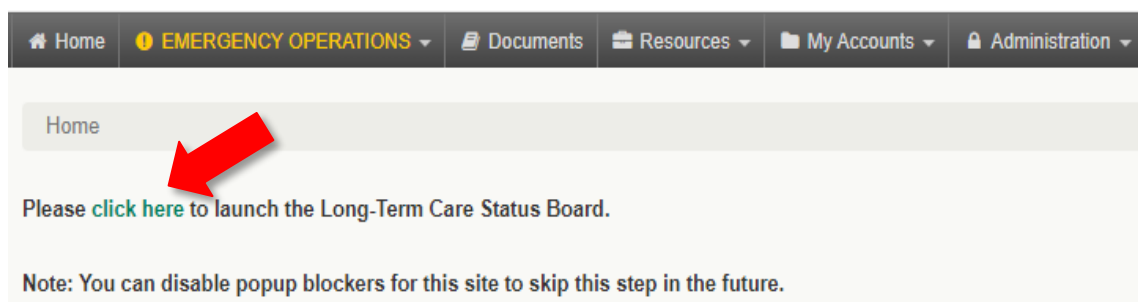

2. Click "Long Term Care Status Board".

3. Depending on your pop-up blocker settings, you may need to click "click here" to view the Status Board.

4. Once you are in the Status Board, if your Organization does not appear as the default, use the drop-down menu at the top of the screen to select the Organization name. Click the green "Click to Update Status" button to continue.

5. Fill in your organization's current information and click the **"Update Organization Status"** button at the bottom to submit.