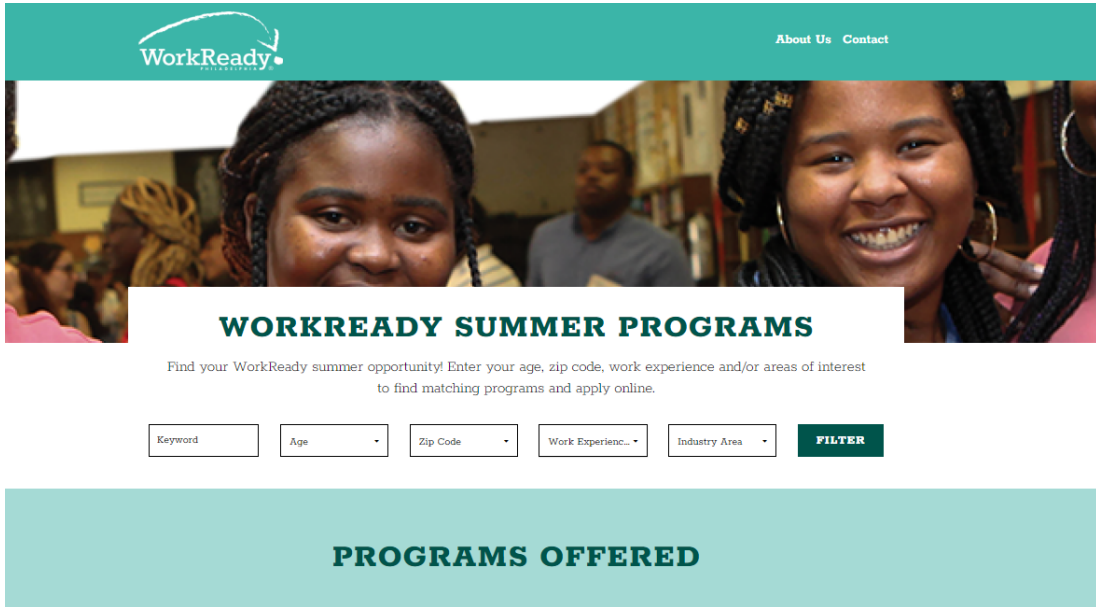


How do I add a “Preferred Provider” / “Provider Code” to my application:

STEP 1:

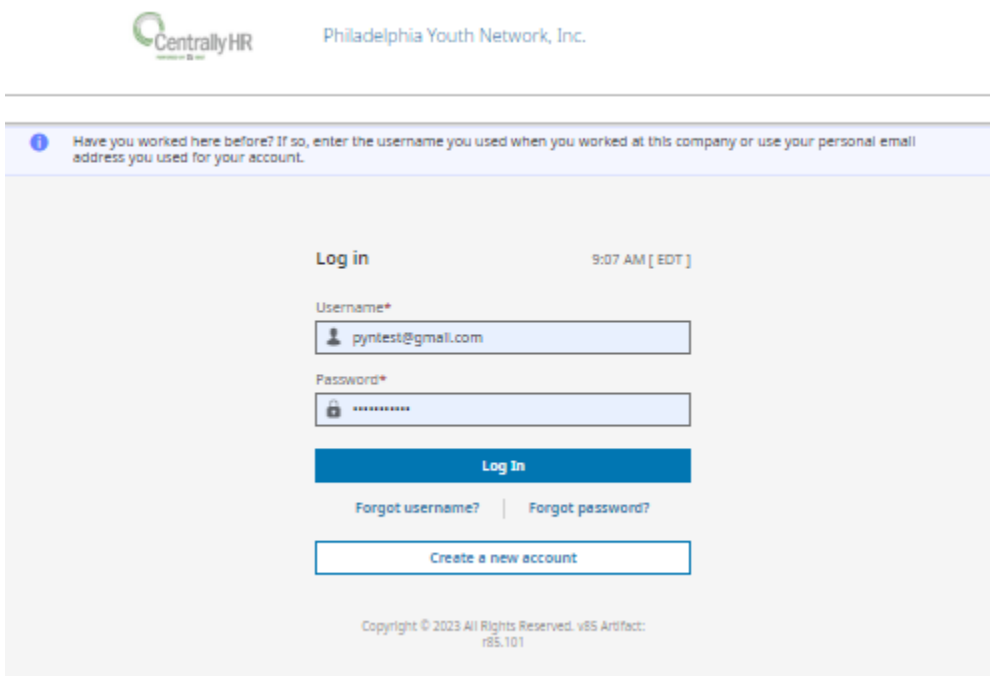
- Find a provider - Visit www.locator.workready.org to find a program you are interested in working with.



The screenshot shows the WorkReady locator website. At the top, there is a teal header with the WorkReady logo and navigation links for "About Us" and "Contact". Below the header is a large image of two young women smiling. Overlaid on this image is a white box with the text "WORKREADY SUMMER PROGRAMS" and a sub-header "Find your WorkReady summer opportunity! Enter your age, zip code, work experience and/or areas of interest to find matching programs and apply online." Below this text are several search filters: "Keyword", "Age", "Zip Code", "Work Experienc...", and "Industry Area", each with a dropdown arrow. To the right of these filters is a green "FILTER" button. Below the filters is a teal banner with the text "PROGRAMS OFFERED".

STEP 2:

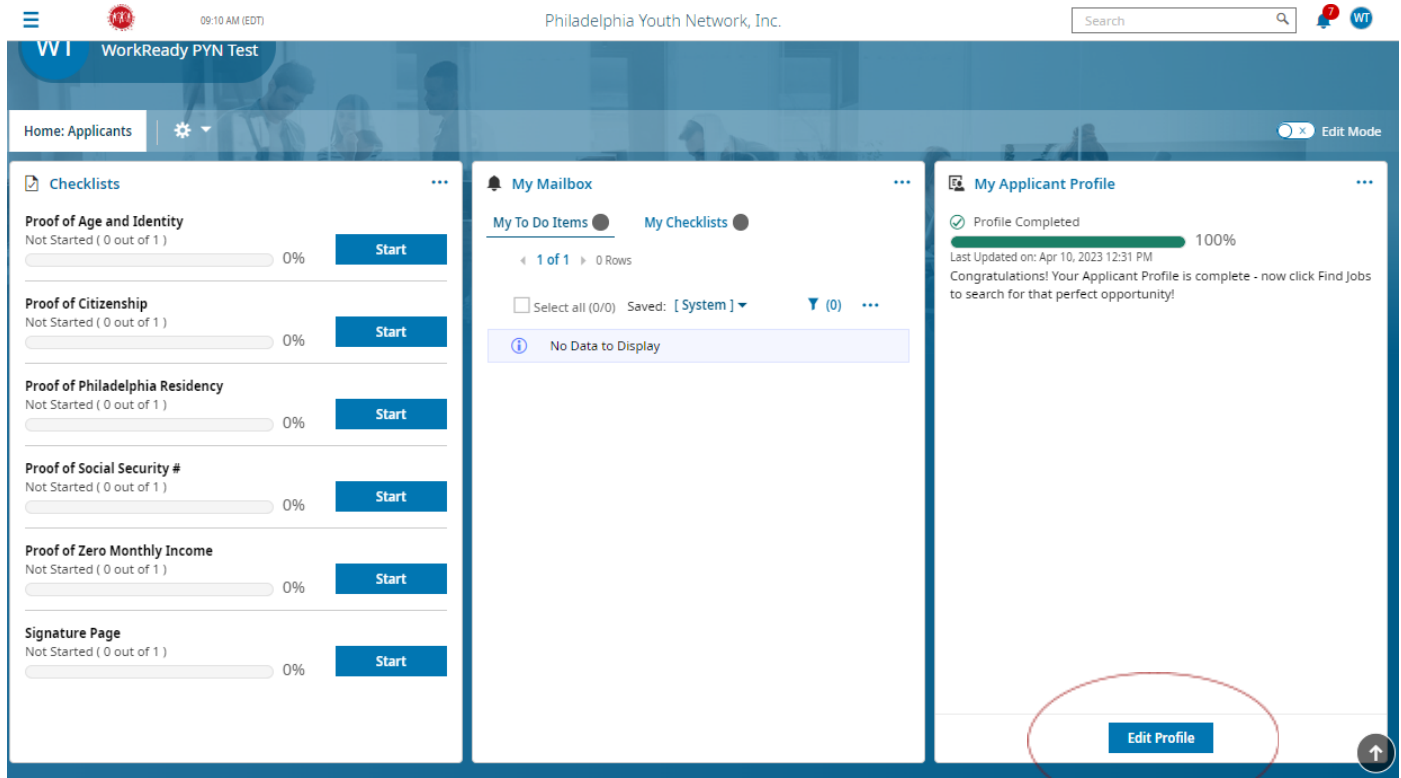
- [Log back into your application.](#)



The screenshot shows the CentrallyHR login page for Philadelphia Youth Network, Inc. At the top left is the CentrallyHR logo, and at the top right is the text "Philadelphia Youth Network, Inc.". Below this is a light blue banner with an information icon and the text "Have you worked here before? If so, enter the username you used when you worked at this company or use your personal email address you used for your account." The main content area is white and contains a "Log in" section. The "Log in" text is on the left, and the time "9:07 AM [EDT]" is on the right. Below the "Log in" text are two input fields: "Username*" with the value "pyntest@gmail.com" and "Password*" with masked characters. Below these fields is a blue "Log In" button. Underneath the button are two links: "Forgot username?" and "Forgot password?". At the bottom of the login section is a white button with a blue border labeled "Create a new account". At the very bottom of the page is the copyright notice: "Copyright © 2023 All Rights Reserved. v85 Artifact: r85.101".

STEP 3:

- Navigate to the “My Applicant Profile” block and click Edit Profile.



STEP 4:

- Select “Contact Information” from the list on the top left of the screen.
- Scroll down to the Additional Information section and add your updated referral code and preferred provider.
- Click save.

