

Training Handout: Update Contact Information

Overview: The following training handout reviews step-by-step instructions on how to update the user's account information – Including any name, email, phone number, and title changes.

Step	Action					
1.	Login: https://occ.decisions.com/					
		Š,	e. St			
	Us	SERNAME OR EMAIL				
	PA	SSWORD				
	ŀ	••••••	1	2		
	-	Remember Me				
		Reg	ister			
		LO	GIN			
2	Dravidar Dachhai	ard /Homo will a	utomotically on			
Ζ.	2. Provider Dashboard/Home will automatically open upon login.					
	🎄 OKLAHOMA UNIVERSAL SERVICE FUND					
	-					Manage 🗙 🛛 All 👻 🕴
	Actions	Special Service Provider		× •	Í –	Menu
	Fund Year 2023 (7/1/2022 - 6/30/20	023) Cumulative Fu	Inding Of Special S	ervice Provider	
	Total Approved	Funding From All Sources	Current Approved C	Causes Current Monthly	Payment Request Status	Change Requests Submitted
	\$5,5	582.20	4	Anzaling Progenet () Processing (20 %) Anzaling Approval Submitted (20 %) Pending Submission	10°5.) 10°5.) O %	0
	School	Special Library	Fundina Telemedicine	Lifeline	Primarv K Case	Funding G Case
	Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00
	Current Approved Causes 2	Current Approved Causes	Current Approved Causes	Current Approved Causes 0	Current Approved Causes 0	Current Approved Causes
	Number Of Beneficiaries 2 Number Of Active Circuits 4	Number Of Beneficiaries 1 Number Of Active Circuits 1	Number Of Beneficiaries 1 Number Of Active Circuits 3			





Step	Action				
3.	Navigate to "Actions"				
	Actions				
4.	Select "Update Contact Info"				
	Actions Choose an option: Choose an option: New Monthly Payment Request Technology Upgrade Set Ending Service Date Method Update Contact Info				
5.	 Fill in all the information boxes, or only the boxes that need updating. Select "Update the Changes" when complete. OR select "I have No Changes" if the are no updates. 				
	Service Provider Contact Info $\Box \times Y$				
	Following is the contact information existing in our database. All the fields are editable.				
	First Name Last Name 2				
	Email 3				
	Telephone Number 4 Extension Code 5 6 000 - 0000 - 0000 6				
	Role 6				
	I have No Changes Update the Changes I of the Changes I o				