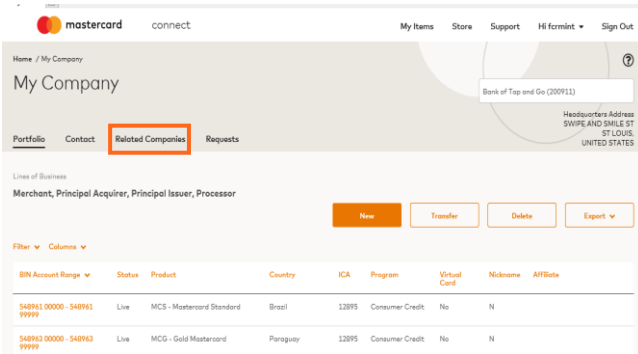
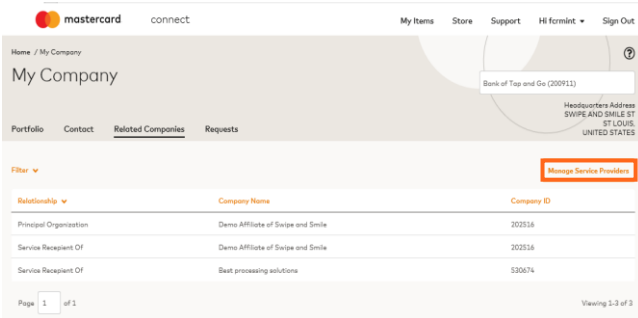


From the Home screen click **Open** to access the My Company Manager application.

1. Click the **Related Companies** tab.



2. Click the **Manage Service Providers** link.



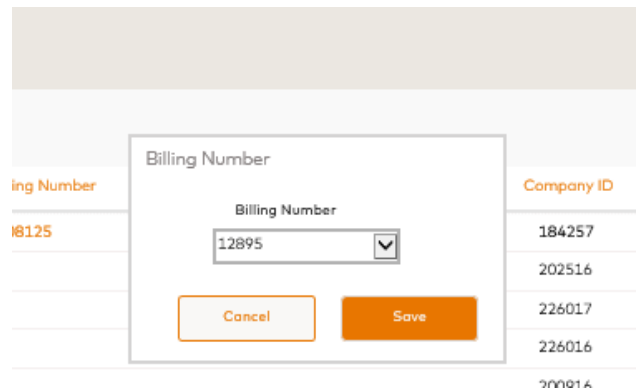
Note: The Service Provider Registration landing page displays. From here you can choose to manage service provider information as needed following the instructions outlined in this Job Aid.

Change a Billing Number

1. Click the **billing number** you want to change.



2. Do the following:
 - a. Click the drop down arrow in the Billing Number field.
 - b. Select the new billing number.
 - c. Click Save.

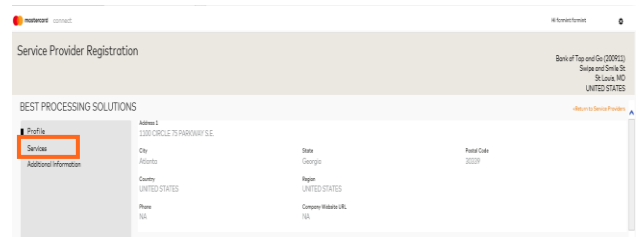


Terminate Services

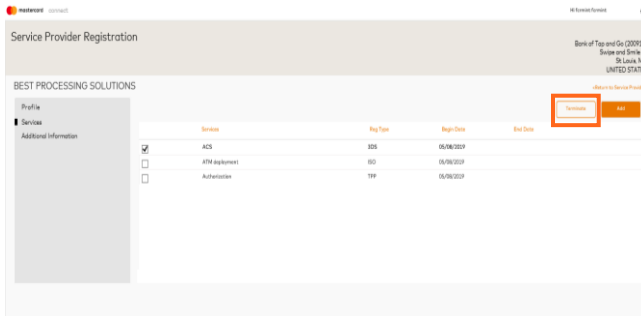
1. Click the name of the services provider you want to manage.



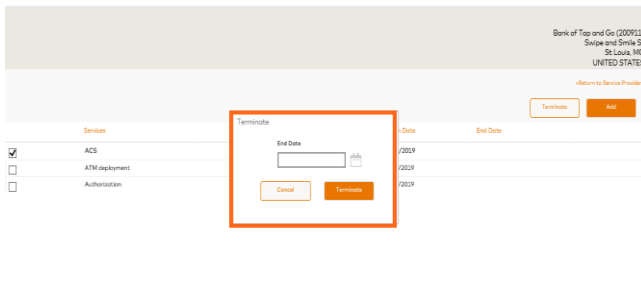
2. Click the **Services** tab.



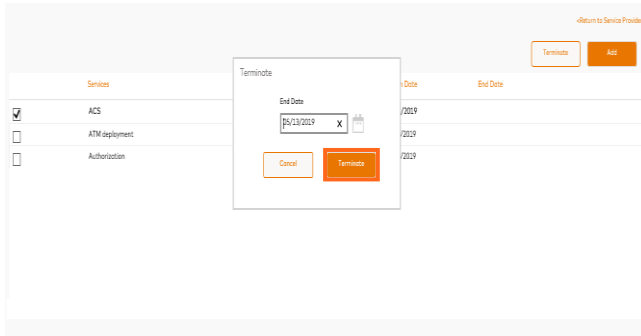
- Click the box beside the service to be terminated and then click the **Terminate** button.



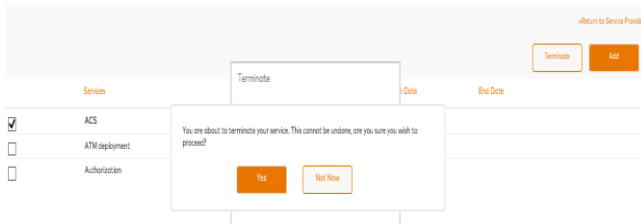
- Click the **calendar icon** and select an end date for the selected service.



- Click the **Terminate** button in the dialog box.



- When the confirmation box displays click **Yes**.



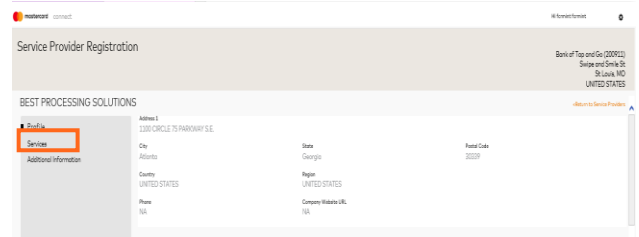
*Note: If you decide not to delete the service you can click **Not Now**.*

Add Services

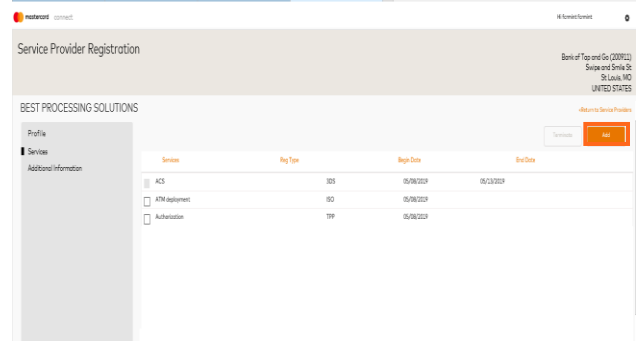
- Click the name of the services provider you want to manage.



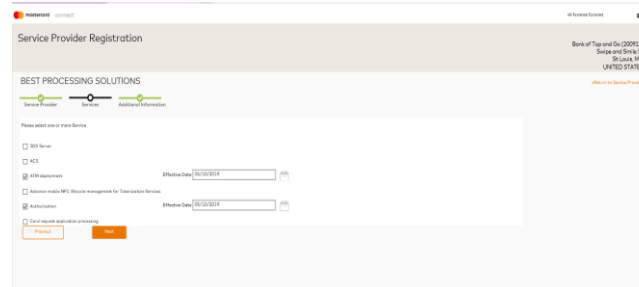
- Click the **Services** tab.



- Click the **Add** button.



- The Services screen displays. You can select additional services and change the associated Effective Date as needed.



Note: At this point you may be prompted for additional information based on the additional services you selected.

Terminate Service Providers

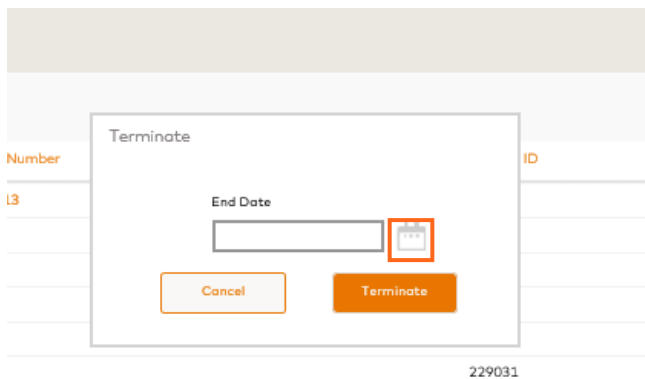
1. Click on the box beside the service provider you want to terminate.



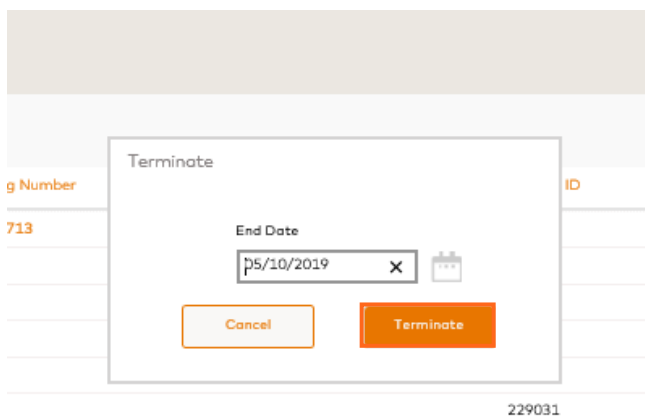
2. Now click the **Terminate** button.



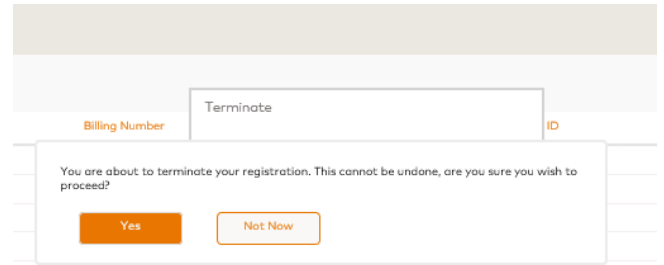
3. Select the **End Date** from the calendar icon.



4. Click Terminate.



5. A confirmation box displays. Click **Yes** to confirm you want to terminate the service provider.



*Note: If you decide not to terminate the service provider you can click **Not Now**.*