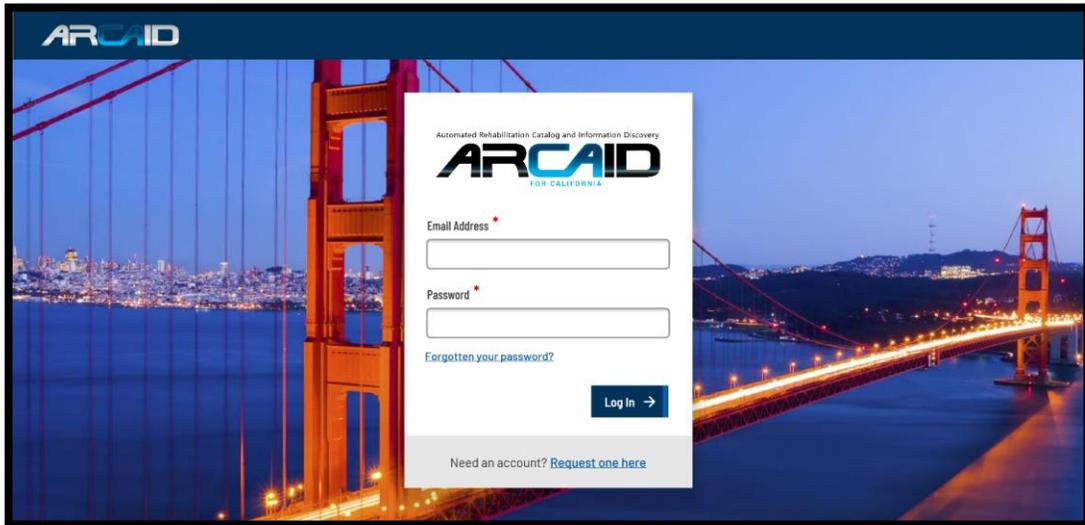


Contents

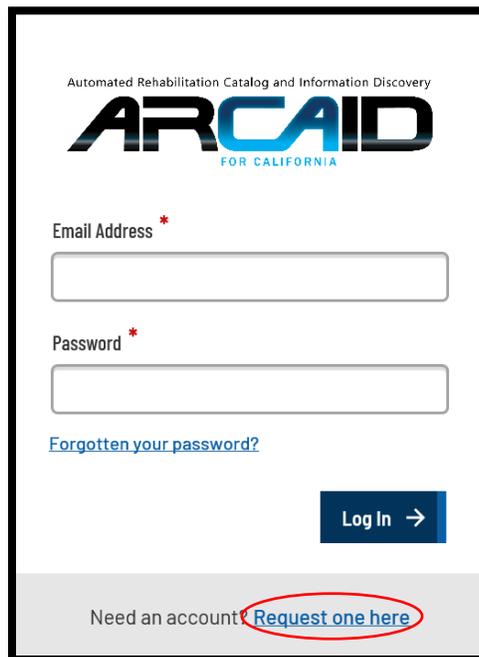
Request an ARCAID Account.....	3
Submit Service Provider Information.....	6
Edit Service Provider Information.....	13

Request an ARCAID Account

1. The web address for the ARCAID portal is <https://portal.myarcaid.org>



2. Select [Request one here](#).



3. Fill out the form and select Continue.

Request an ARCAID Portal Account [View Help/Walkthrough](#)

Only authorized personnel may access the ARCAID Portal. Submit your request for an account below. A CDCR representative will review your request and you will be notified with additional instructions when your request has a response.

Email Address *

Create a Password * ?

Confirm Password *

Account Type * ?
Service Provider

Already have an account? [Log in here.](#) **Continue** →

4. Fill out the form and select Create new account.

Request an ARCAID Portal Account

In order to process your request for a Service Provider account on the ARCAID Portal, we need additional information. Please fill out the fields below to complete your request.

First Name *
Fake

Last Name *
User

Phone

Organization *
CDCR

Country
United States

Street address *
1600 K St.
Floor 3

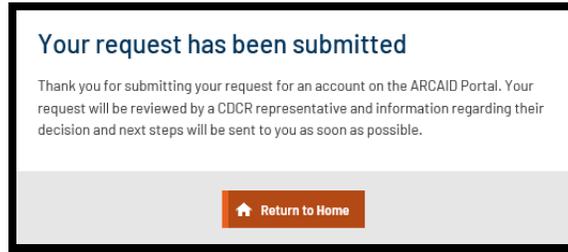
City * State *
Sacramento Califo...

Zip code *
95814

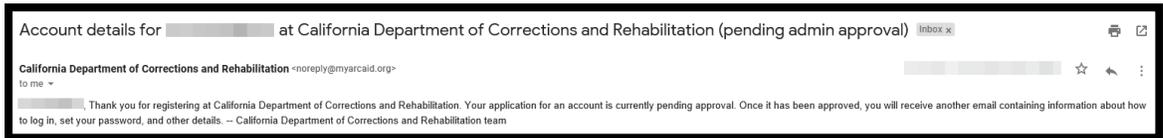
County

Back **Create new account** →

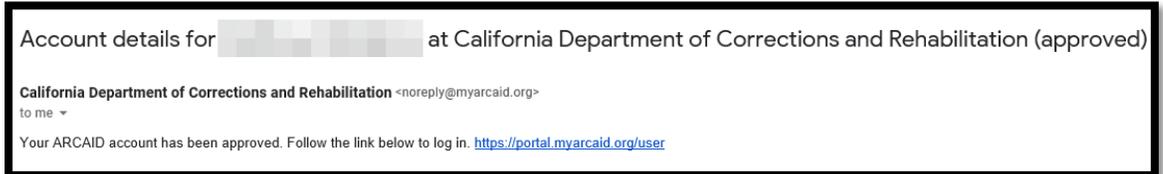
- An acknowledgement box will appear, confirming your account request.



- An email will be sent to the email address provided on the request form. Please also check the junk/spam folders for this email address, for a submission confirmation email.

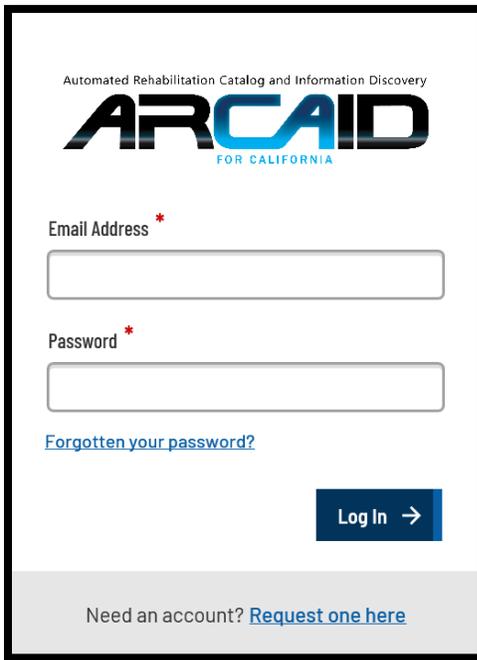


- If approval is granted, an approval email will be sent to the email address provided on the request form. Follow the instructions in the approval email to continue with the account request process. Please also check the junk/spam folders for this email address.



Submit Service Provider Information

1. Log into ARCAID.



Automated Rehabilitation Catalog and Information Discovery

ARCAID

FOR CALIFORNIA

Email Address *

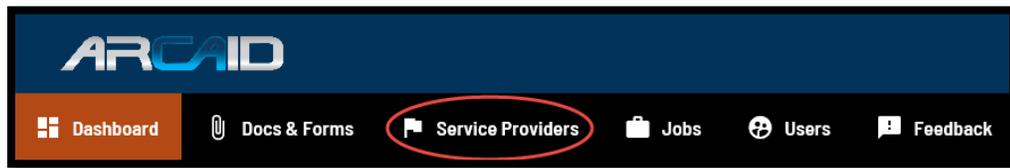
Password *

[Forgotten your password?](#)

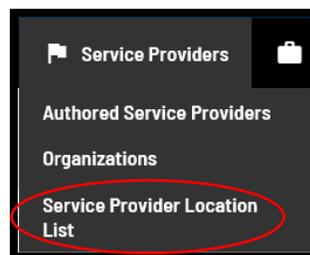
[Log In →](#)

Need an account? [Request one here](#)

2. Select Service Providers.



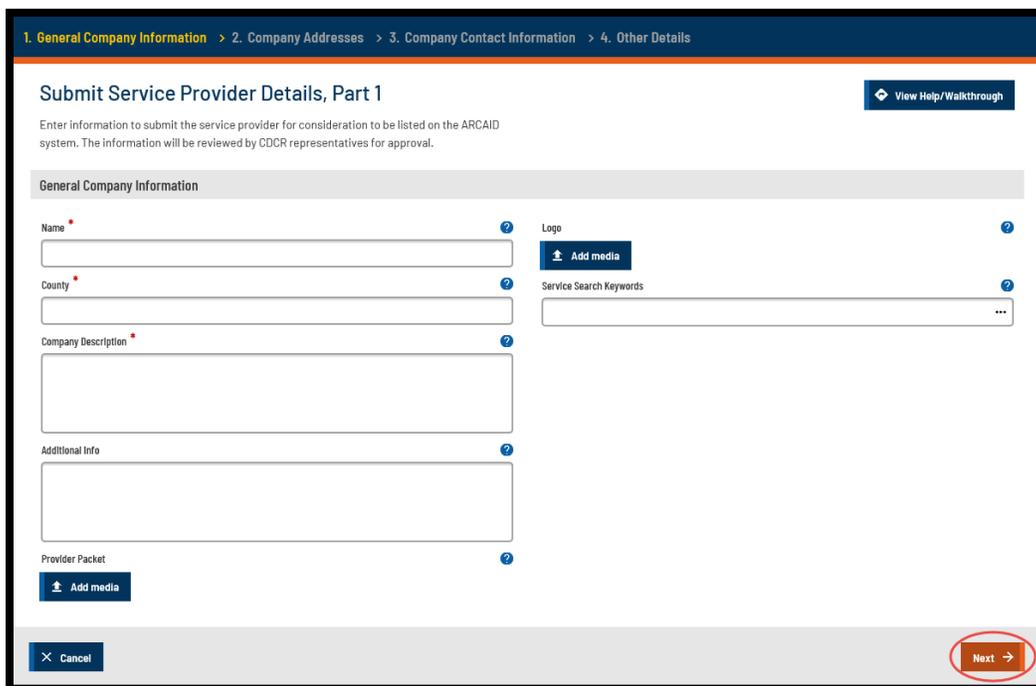
3. Select Service Provider Location List.



4. Select Create Service Provider Location.



5. Fill out the General Company Information tab and select Next.



**NOTE: Select all of the Service Search Keywords that apply to your organization. Selecting multiple Service Search Keywords will display your organization in multiple search categories.*

6. Fill out the Company Addresses tab and select Next.

The screenshot shows a web form titled "Submit Service Provider Details, Part 2" with a breadcrumb trail: "1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details". A "View Help/Walkthrough" button is in the top right. The main section is "Company Addresses". It is divided into two columns: "COMPANY LOCATION ADDRESS" and "COMPANY MAILING ADDRESS". The "COMPANY MAILING ADDRESS" section has a checkbox labeled "Same as Company Location Address". Both columns have input fields for "Company", "Street address", "City", "State" (a dropdown menu currently showing "California"), and "Zip code". At the bottom, there are "Back", "Cancel", and "Next" buttons. The "Next" button is circled in red.

7. Fill out the Company Contact Information tab and select Next.

The screenshot shows a web form titled "Submit Service Provider Details, Part 3" with a breadcrumb trail: "1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details". A "View Help/Walkthrough" button is in the top right. The main section is "Company Contact Information". It contains input fields for "Website", "Public Phone", "Public Email", and "Public Fax" on the left, and "POC Phone" and "POC Email" on the right. Below this is a "Business Hours" section with a table-like structure for "Day", "From" (Hour, Minute), "To" (Hour, Minute), "Comment", and "Operations". There is an "Add another item" button below the table. A similar "On Call Hours" section is below. At the bottom, there are "Back", "Cancel", and "Next" buttons. The "Next" button is circled in red.

8. Fill out the Other Details tab and select Review & Submit.

1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details

Submit Service Provider Details, Part 4

Other Details

Corporate ID ? State Contractor ID ?

Dun & Bradstreet Number ? Federal Service Type ID ?

Better Business Rating ? Disadvantaged Business ID ?

Target Consumers ?

[← Back](#) [× Cancel](#) [Review & Submit →](#)

9. Review the information for accuracy and select Submit.
Select Edit if a section needs a correction.

Submit Service Provider Details, Review

1. General Company Information

Name _____

CDCR _____

Company Description _____

Description _____

[Edit](#)

2. Company Addresses

Company Location Address _____

1600 K St.
Floor 3
Sacramento, CA 95670
Sacramento
United States

Company Mailing Address _____

1600 K St.
Floor 3
Sacramento, CA 95670
United States

[Edit](#)

3. Company Contact Information

[Edit](#)

4. Other Details

[Edit](#)

[× Cancel](#) [Submit →](#)

- Review the information for accuracy and select Apply.
Select Edit if a section needs a correction.

Manage Services [View Help/Walkthrough](#)

Parent
CDCR

Filter by Service Name

[Reset](#) [Apply](#)

	Service Name	Parole	Probation	Free	Gender
<input checked="" type="checkbox"/>	AA or NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	Academic Education (ABE I, II, III)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/>	Anger Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Male Only
<input type="checkbox"/>	Anger Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Assistance for People with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Assistance for People with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Auto Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/>	Basic Education	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	Batterer's Intervention(52 Week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Benefits Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Budgeting and Money Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

- Scroll to bottom of page and select Save Changes.

<input type="checkbox"/>	Volcemail Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Volunteer Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Volunteer Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Women's Empowerment Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Women's Empowerment Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Work Opportunity Tax Credit Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

1 Service(s) Selected:
AA or NA

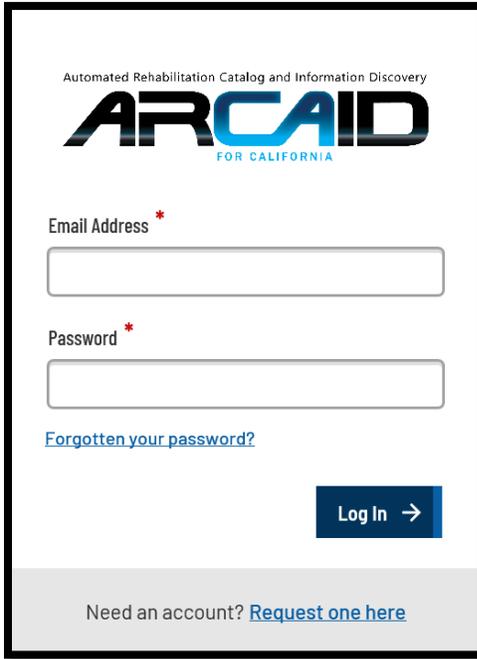
[Cancel](#) [Save Changes](#)

14. If approval is granted, an approval email will be sent to the email address provided for the account. Please also check junk/spam folders for this email address.



Edit Service Provider Information

1. Log into ARCAID.



Automated Rehabilitation Catalog and Information Discovery

ARCAID

FOR CALIFORNIA

Email Address *

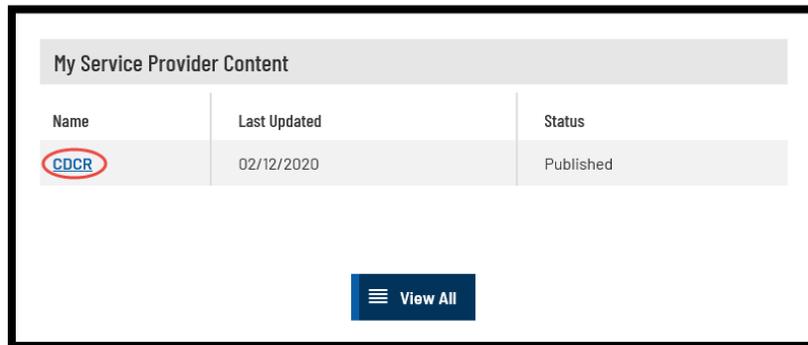
Password *

[Forgotten your password?](#)

[Log In →](#)

Need an account? [Request one here](#)

2. Select the name of your organization in the My Service Provider Content box.



My Service Provider Content		
Name	Last Updated	Status
CDCR	02/12/2020	Published

[View All](#)

3. Select Edit.

This screenshot shows a web interface for editing a service provider. At the top left, the status is 'Published'. In the top right corner, there are two buttons: 'Create New Draft' and 'Edit', with the 'Edit' button circled in red. The main content area is divided into several sections: 'CDCR' (with a description field), 'Organization' (with the value 'CDCR'), 'Company Location Address' (with address details for 1600 K St., Floor 3, Sacramento, CA 95870, United States), and 'Company Mailing Address' (with identical address details). Below these is an 'Other Details' section with a field for 'Is CDCR Contractor' set to 'No'. At the bottom right, there is a 'Manage Services' button.

4. Update the General Company Information tab, if necessary, and select Next.

This screenshot shows the 'Edit Service Provider Details, Part 1' form. The breadcrumb navigation at the top indicates the current step is '1. General Company Information'. The form is titled 'Edit Service Provider Details, Part 1' and includes a 'View Help/Walkthrough' button. The 'General Company Information' section contains several fields: 'Name' (filled with 'CDCR'), 'County' (filled with 'Sacramento (124)'), 'Company Description' (with a 'Description' placeholder), 'Additional Info', and 'Provider Packet'. There are 'Add media' buttons for the 'Logo' and 'Provider Packet' fields. 'Categories' and 'Service Search Keywords' are also present with dropdown menus. At the bottom of the form, there are 'Cancel' and 'Next' buttons, with the 'Next' button circled in red.

- Update the Company Addresses tab, if necessary, and select Next.

1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details

Edit Service Provider Details, Part 2

[View Help/Walkthrough](#)

Company Addresses

COMPANY LOCATION ADDRESS

Company
[Text Field]

Street address
1800 K St.
[Text Field]

Floor 3
[Text Field]

City
Sacramento
[Text Field]

State
California
[Dropdown]

Zip code
95670
[Text Field]

COMPANY MAILING ADDRESS

Same as Company Location Address

Company
[Text Field]

Street address
1800 K St.
[Text Field]

Floor 3
[Text Field]

City
Sacramento
[Text Field]

State
California
[Dropdown]

Zip code
95670
[Text Field]

[← Back](#) [× Cancel](#) [Next →](#)

- Update the Company Contact Information tab, if necessary, and select Next.

1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details

Edit Service Provider Details, Part 3

[View Help/Walkthrough](#)

Company Contact Information

Website
[Text Field]

Public Phone
[Text Field]

Public Email
[Text Field]

Public Fax
[Text Field]

POC Phone
[Text Field]

POC Email
[Text Field]

Business Hours [Show row weights](#)

Day	From	To	Comment	Operations	
Day	Hour	Minute	Hour	Minute	[Text Field]

[+ Add another item](#)

On Call Hours [Show row weights](#)

Day	From	To	Comment	Operations	
Day	Hour	Minute	Hour	Minute	[Text Field]

[+ Add another item](#)

[← Back](#) [× Cancel](#) [Next →](#)

7. Update the Other Details tab, if necessary, and select Review & Submit.

1. General Company Information > 2. Company Addresses > 3. Company Contact Information > 4. Other Details

Edit Service Provider Details, Part 4

Other Details

Corporate ID	?	State Contractor ID	?
<input type="text"/>		<input type="text"/>	
Dun & Bradstreet Number	?	Federal Service Type ID	?
<input type="text"/>		<input type="text"/>	
Better Business Rating	?	Disadvantaged Business ID	?
<input type="text"/>		<input type="text"/>	
Target Consumers	?		
<input type="text"/>			

[← Back](#) [× Cancel](#) [Review & Submit →](#)

8. Review the information for accuracy and select Submit.
Select Edit if a section needs a correction.

Edit Service Provider Details, Review

1. General Company Information

Name
CDCR

Company Description
Description

[Edit](#)

2. Company Addresses

Company Location Address
1600 K St.
Floor 3
Sacramento, CA 95670
Sacramento
United States

Company Mailing Address
1600 K St.
Floor 3
Sacramento, CA 95670
United States

[Edit](#)

3. Company Contact Information

[Edit](#)

4. Other Details

[Edit](#)

[× Cancel](#) [Submit →](#)

9. Review the information for accuracy and select Submit for Review.

The screenshot shows a web form for a CDCR provider profile. At the top left, the status is 'Draft'. At the top right, there are two buttons: 'Submit for Review' (highlighted with a red circle) and 'Edit'. The form contains the following sections:

- Description:** CDCR
- Organization:** CDCR
- Company Location Address:** 1600 K St., Floor 3, Sacramento, CA 95670, United States
- Company Mailing Address:** 1600 K St., Floor 3, Sacramento, CA 95670, United States
- Other Details:** Is CDCR Contractor: No
- Services:** (Empty field)

A 'Manage Services' button is located at the bottom right of the form.

10. If approval is granted, an approval email will be sent to the email address provided for the account. Please also check junk/spam folders for this email address.

