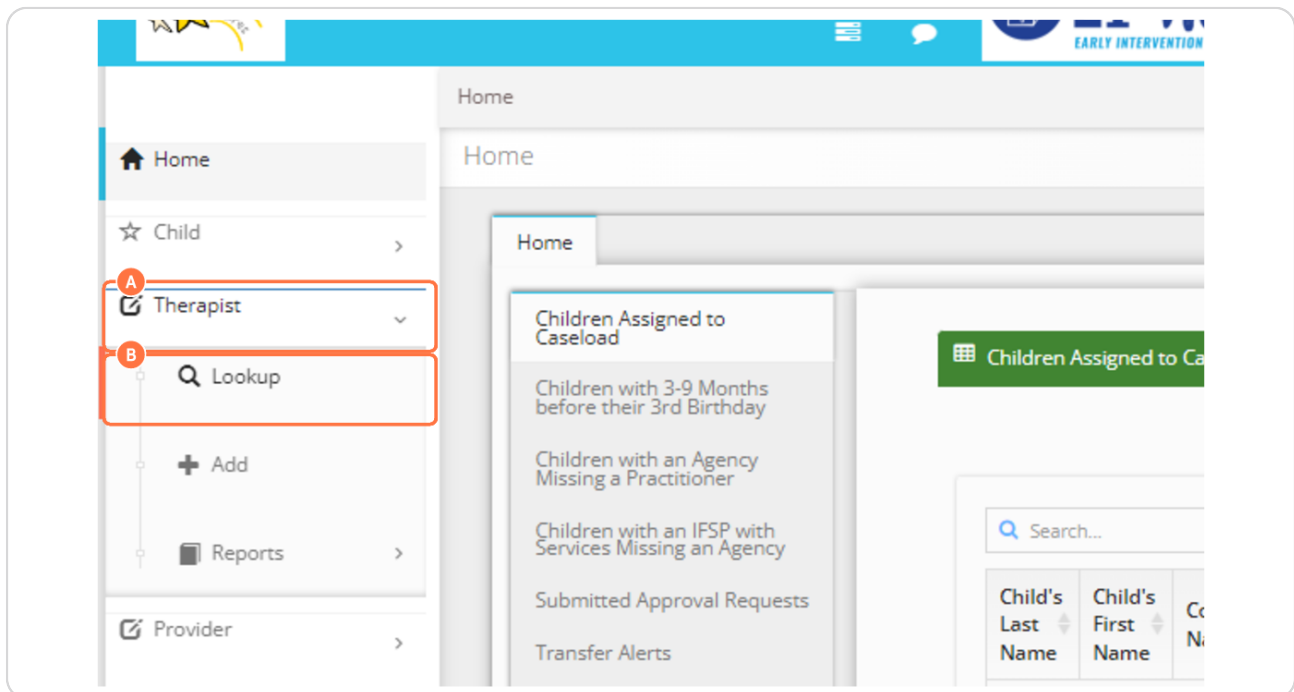# Adding Therapist Employment Roles and Professions in the EI-Hub

STEP 1

A. Navigate to the Therapist menu

B. Click on Lookup

STEP 2

Enter the name of the therapist profile you want to review.

STEP 3

Click on Search

STEP 4

Once you've found the individual in the list of options, click 'Edit' to open their profile.

STEP 5

Navigate to the Professional tab

After locating the line with your entity name in the list of options, click 'Edit' to open that section of the individual's profile.

Please note, there may be multiple line items for each therapist. Each line represents a relationship this individual has with an entity. If your entity is listed twice, please set an end date for one of the records by following the remaining steps below.

A. Navigate to the Employment role panel
B. If an employee role is missing, click the 'Add Therapist Employment Roles' option to add the role type.
C. If an employee role is listed twice in the grid, set an end date for one of the entries. To do this, click 'Edit' and enter an end date.

STEP 8

A. Navigate to the Profession panel
B. If profession is missing, click the 'Add Therapist profession' option to add the profession type.
C. If profession is listed twice in the grid, set an end date for one of the entries. To do this, click 'Edit' and enter an end date.