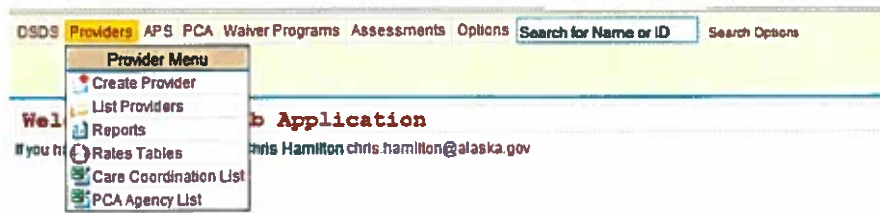## Procedure to Add a New Care Coordinator

1. While logged into DS3 pull down the Provider Menu and click on Create Provider

2. Add the person's Name and Region

3. Save