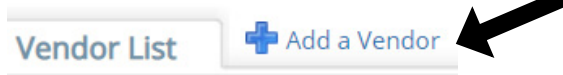
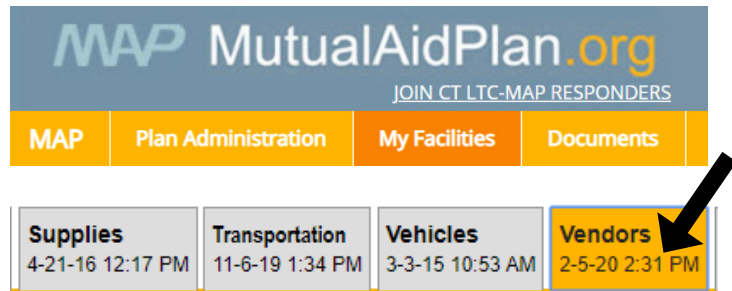


Quick Reference Guide

► Updating Facility Vendor

In times of crisis, communications can present a challenge for a facility. Vendor contact information is crucial and must include both primary phone and 24-hour phone numbers.

- Go to www.mutualaidplan.org, choose your state and log into your facility.
- Click on the “Vendors” Tab.
- Review your current list of vendors. At a minimum, you should have the following vendors listed:
 - Generator Repair Company
 - Generator Fuel Supplier
 - Transportation Company
 - Food Supplier
 - Medical / Oxygen Supplier
 - Pharmacy Supplies
- To add a vendor, click on the blue “add a vendor” button



- Complete the following:
 - Enter your vendor name.
 - As you enter the name of your vendor, a pop-up tab should appear and show your vendor. If the vendor is not listed, please click “I can’t find the Vendor I want, create a new one” and follow the directions.
 - Or, click on “Use this selected Vendor”.
 - A box will appear for you to select the category that the vendor provides. Click on that appropriate box. If you wish, you can add your local Rep’s contact information on the left-hand side of the page. However, this is not required.
 - When complete, click the “Add Vendor” box at the bottom of the page.
- If you wish to print your vendor list, you can run a vendor report by name or by category, just click the blue tab above facility vendors.

