



## How to Make Program Updates on the **FIRST** Website

1. Go to [www.unitedway-york.org](http://www.unitedway-york.org)
2. Click on FIRST on the left hand side
3. Click on *Search Directory of York County PA Services and Organizations*
4. Click on *Advanced Search*
5. Select “Program Records” from Search Type
6. Select “Search Contains” and “Name”
7. Type organization name in “Find Text” box; hit **SEARCH NOW**
8. Click on appropriate listing in the results list.
9. Click “Update Information” at bottom of organizations page
10. Make changes and click SUBMIT