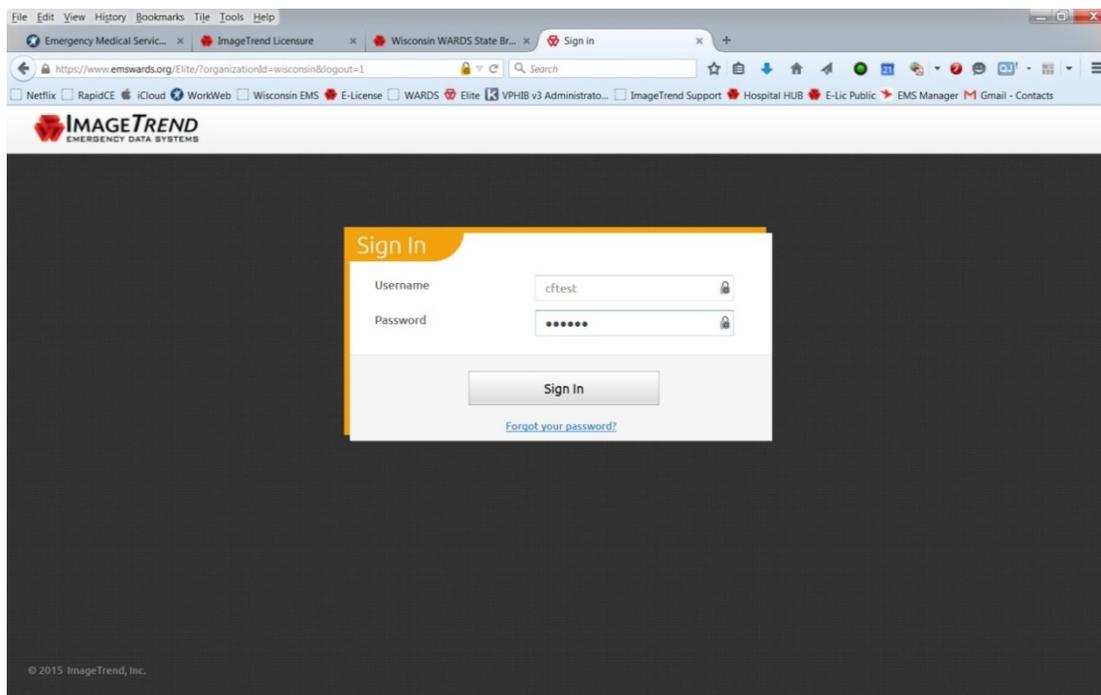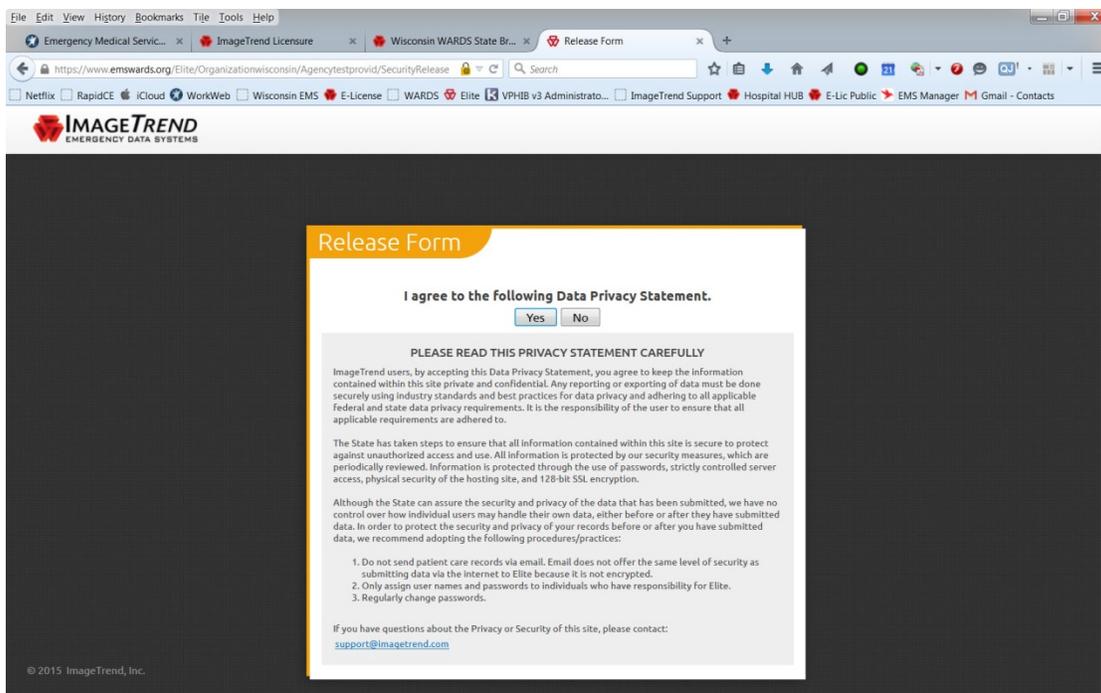# *WARDS Elite Agency Information Update Instructions*

The Service Director or WARDS Contact can update this information for your service. They will first need to log into WARDS Elite using their personal account. The website below can be used to access the login screen:

https://www.emswards.org/elite/Organizationwisconsin/
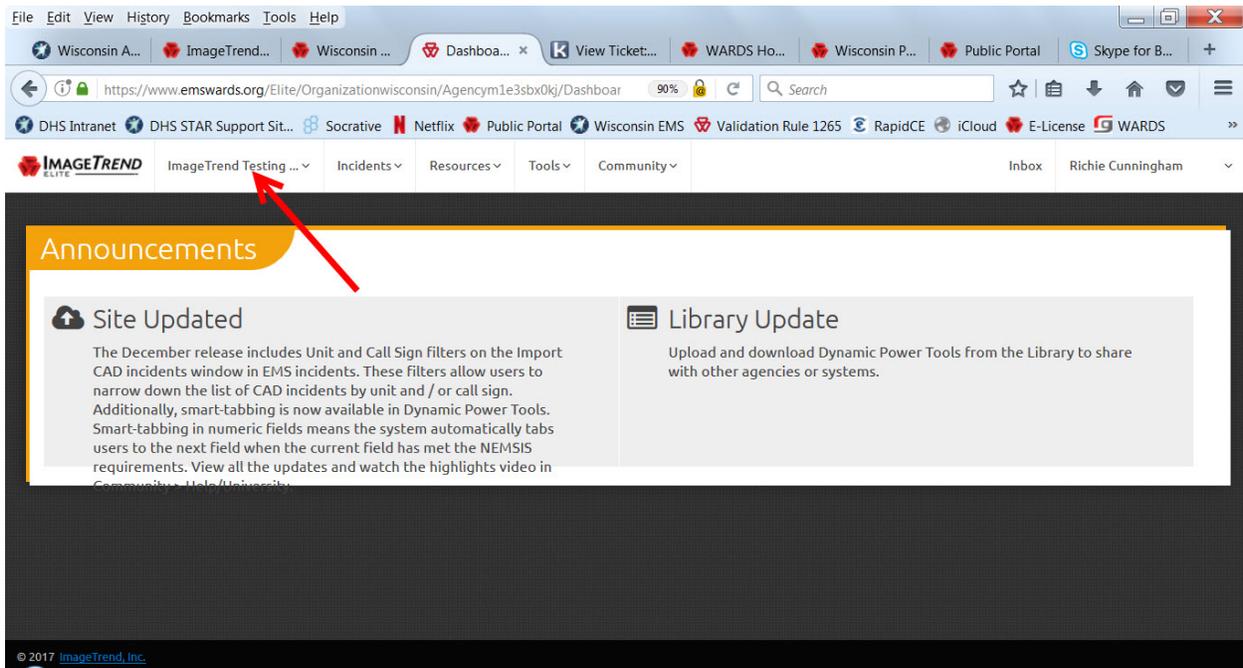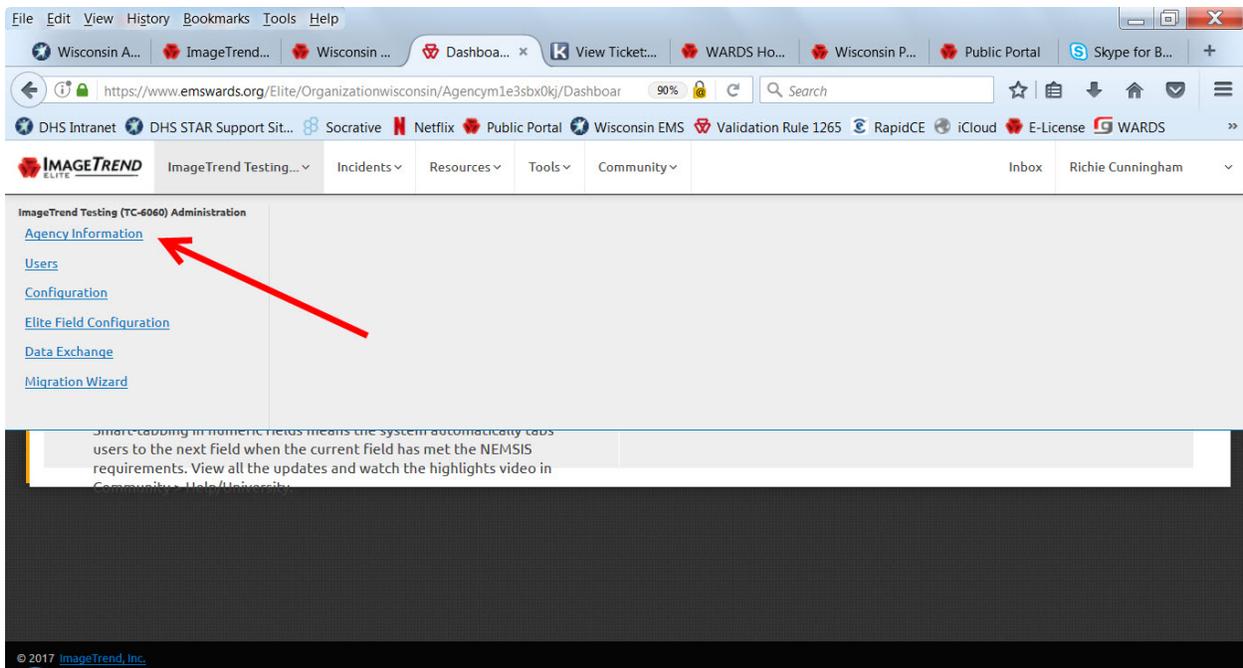

After you click the *Sign In* button, a *Privacy Statement* similar to the one below will appear. This will need to be acknowledged to continue.

Once in the program you will be presented with the *Announcements* page shown below:
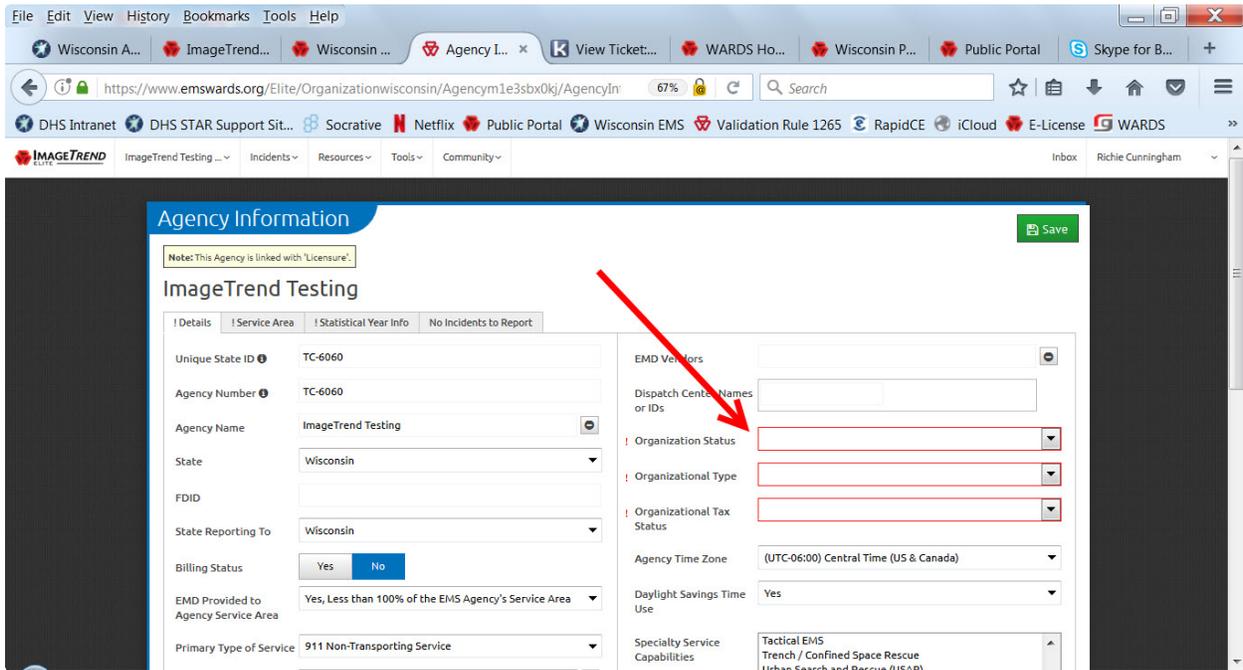

By clicking on your *Service Name* to the right of the ImageTrend logo in the upper left, will display the links below. Click the *Agency Information* hyperlink.
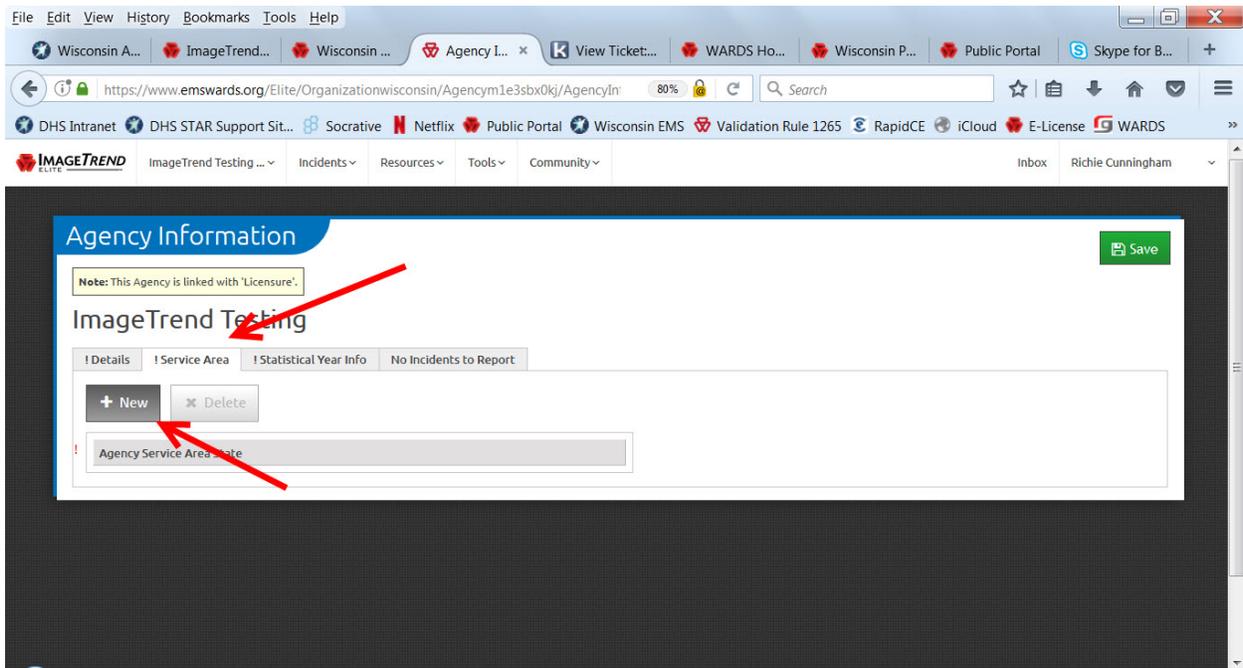

NOTE: For reports to be uploaded to the NEMSIS database they must first receive a complete Agency Demographic file from each service. Any fields that remain red after completing this process will prevent your data from being shared with NEMSIS.

The next step of this process is to update and confirm your agency information in the WARDS Elite database.
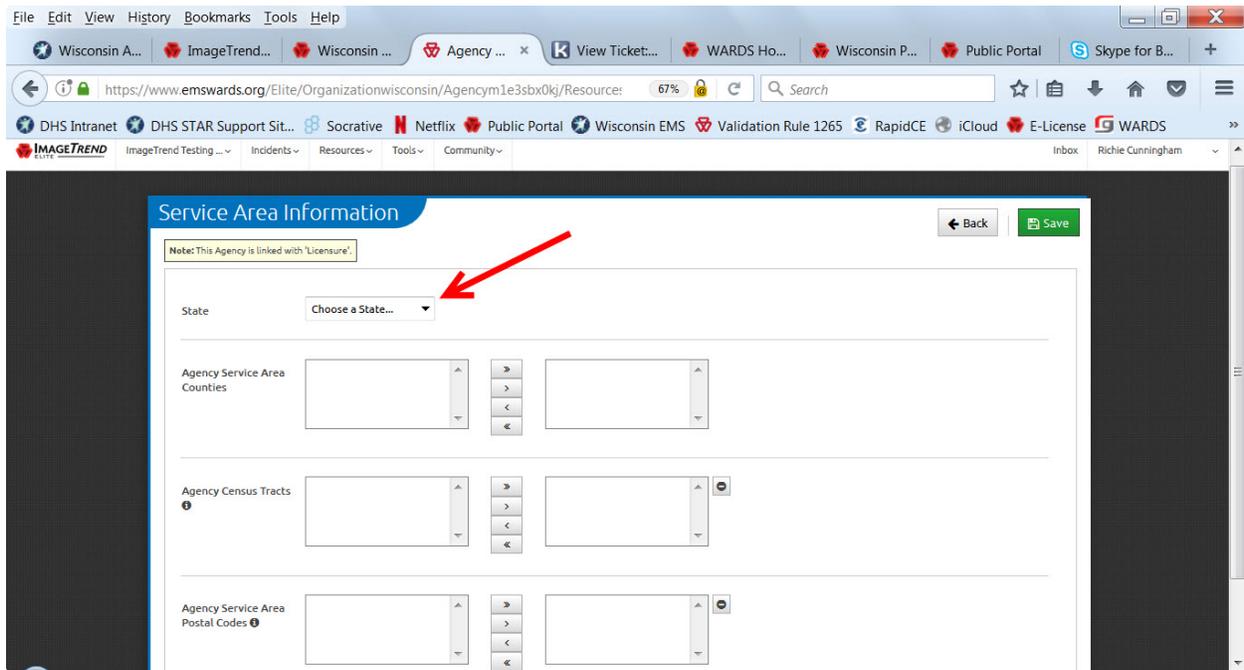

Please enter information in any field that is red in color. Next enter your *Service Area* information by clicking that tab.
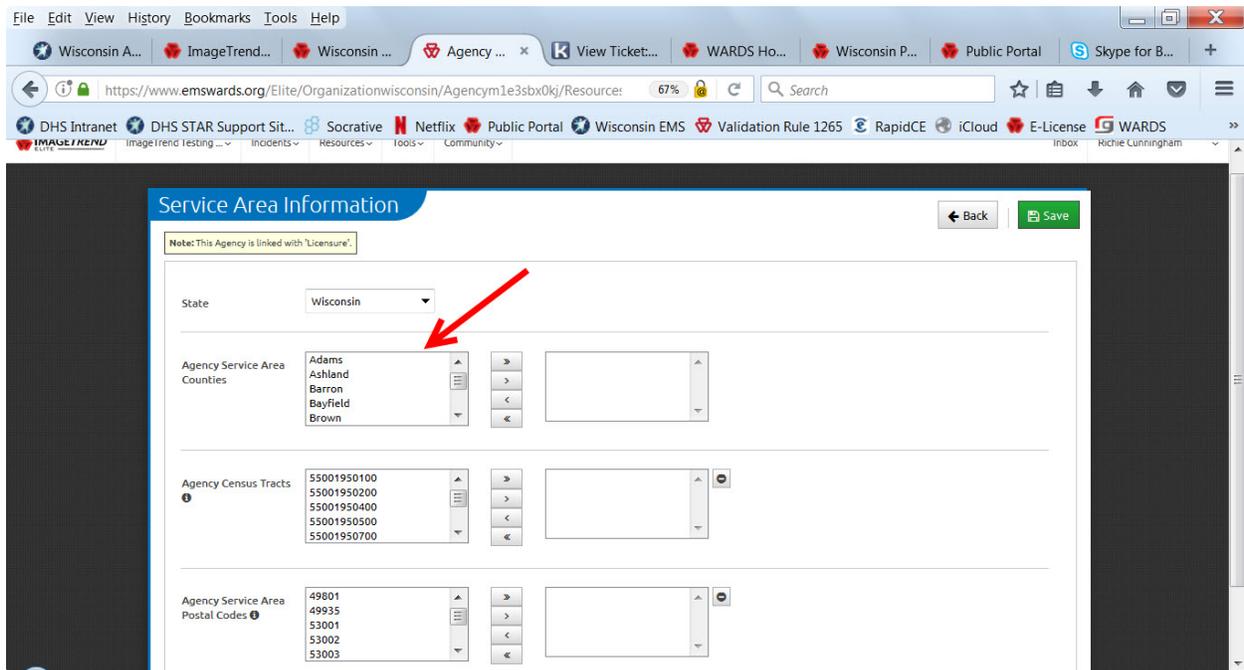

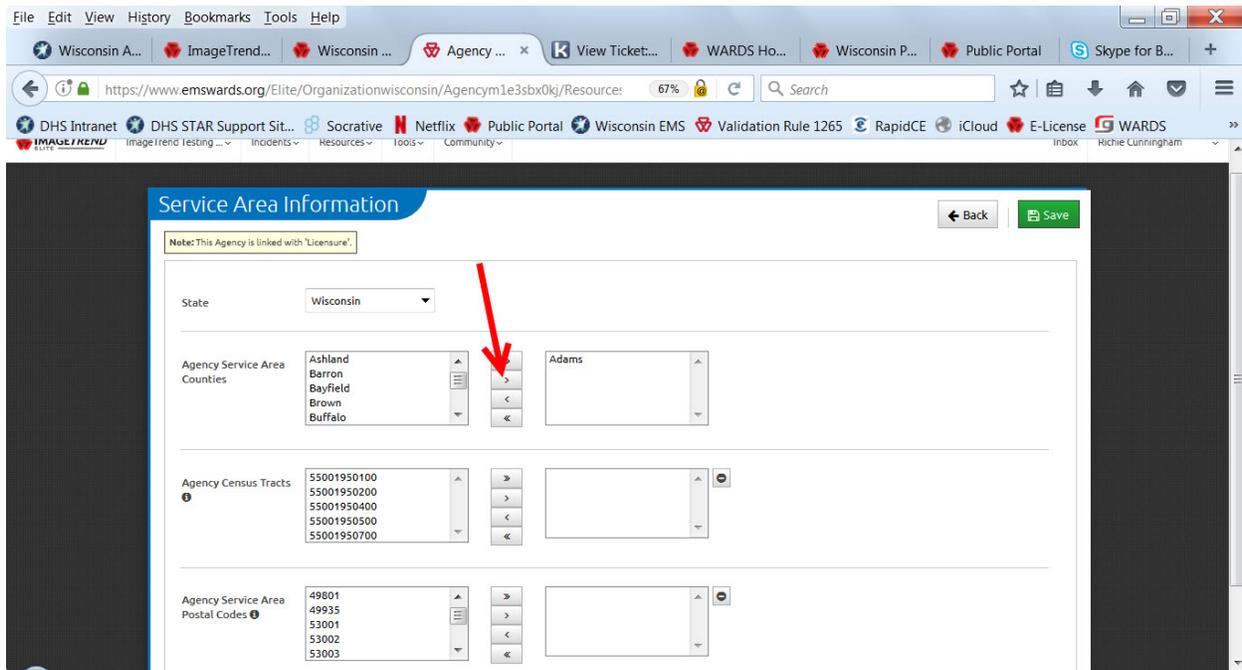Clicking the New button will open the screen below:

Choose Wisconsin for the Choose a State list.

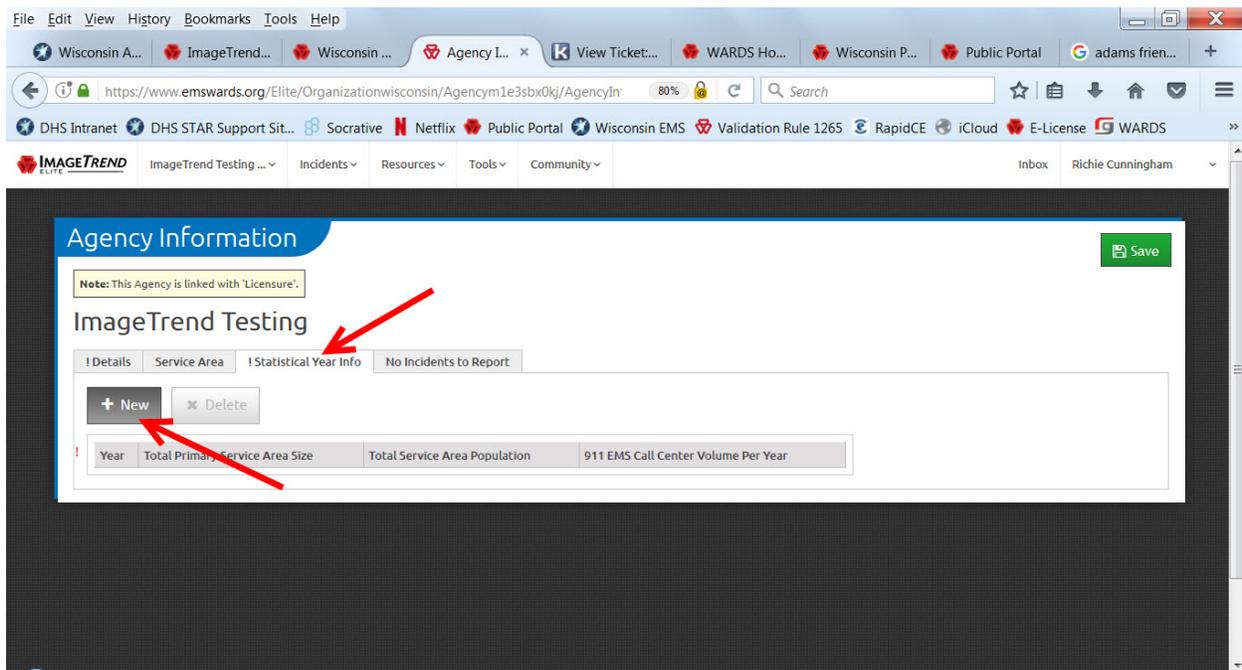Then highlight any full or partial counties that are included in your service

Click the arrow button to place your counties in the box on the right.

You can skip the Agency Census Tracts section. Please repeat the above process for the Agency Service Area Postal Codes. When finished, click the Save button in the upper right.

Finally click the Statistical Year Info tab. Then click the New button.

In the screen below clicking the Year box will automatically enter the current year. Just click the Save button at this point to provide the needed file. You can return later to enter any data in the fields shown,

This will complete the Agency Information Update process.

Division of Public Health
P-02173h (06/2018)