

Create a New Account

1. Go to [SC211.ORG](https://sc211.org) and click “My Account”
2. Click “I want to create an account” beneath the log in menu
3. Enter required credentials and click “register”
4. An activation link will be sent to your email. You be able to access your new account after activation.

Edit or Add an Agency in the 211 Database

Add a New Record to the Database

1. Go to [SC211.ORG](https://sc211.org) and click “My Account” at the top right corner of the home page
2. Click “Add a new resource record”
3. Complete the form and click “Submit Record”
4. Changes will not appear on the website until the 211 data team reviews and approves the record for database inclusion.

** Your account does not need to be linked to agency you are trying to update. All updates are reviewed, verified, and approved by the 211 data team before any changes or additions are made to SC211.ORG*

Edit/Verify Existing Records in the Database

1. Navigate to [SC211.ORG](https://sc211.org) and click “My Account” at the top right corner of the home page
2. Enter your username and password. If you do not know/cannot reset your credentials, you may still submit changes by creating a new account*
3. Click “Home” and enter the name of the agency you would like to update or verify
4. Open the agency record and click “Report Updated Information” at the bottom of the page
5. Edit or verify the agency’s information and click “submit record” upon completion
6. Changes will not appear on the website until the 211 data team reviews and approves the changes.

Paper or Electronic Applications

Complete [this form](#) to add or edit a record in the 211 database

- Scan and email the completed form to sc211@uwasc.org; or
- Print and mail form to: 914 Richland Street, Suite A200, Columbia, SC 29201

By Email

Contact the Database Team, at sc211@uwasc.org to add, edit, or verify an agency in the SC 211 Database.

You may also review some of the most frequently asked questions and answers [here](#).