How to Update Your ADA®Find-a-Dentist™ Profile

Help patients find you by updating your ADA® Find-a-Dentist™ profile! With the new Find-a-Dentist tool, patients will be able to search by payment options, benefits accepted, dental specialty and zip code. Completed profiles with a photo appear at the top of the search results, so make sure to fill out all fields. Updating your profile is easy and only takes 5 minutes.

STEP 1

Go to ADA.org/MyADA

Login using you ADA User ID (Member Number) and password. If you do not know your User ID and/or password, you can speak directly to a Member Service Center representative by clicking the orange Live Chat button on the right side of the screen or by calling 800.621.8099.

Welcome, Jane A Dentist

My ADA | About the ADA | Contact | Logout

ADA American Dental Association®
America's leading advocate for oral health

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LIVE CHAT

Login
ADA Login
Password/User ID Help
Join/Renew

Home > Login

+ Share

ADA Login
You are already logged in.

9 Digit User ID

User ID (What is this?)
123456789
User ID is required.

Password

Password (case sensitive)
••••••••
Password is required.
All ADA passwords must be at least eight characters long and contain at least one uppercase letter, lowercase letter and number.

Log In ▶   ☐ Remember me

STEP 2

Click "Update Profile"

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Home > Member Center > My ADA

+ Share

Jane Dentist
211 E Chicago Ave
Chicago, IL 60611-2637
ADA.org

(312) 440-2500
aptify@ada.org

Update Profile ›

View My Find-a-Dentist Profile* ›

View My Find-a-Dentist Profile Activity ›

* Content updated every 30 minutes

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Your information will be separated by 3 tabs at the top:

| 1 Personal Profile | 2 Address, Phone, Hours | 3 Practice Information |

STEP 3

Tab 1: Personal Profile

Upload a Photo

Upload a recent, close up photo of your-self to appear in your Find-a-Dentist profile. Click "choose file" or "browse" depending on your internet browser to select a photo saved to your computer. The photo should be a .jpg or .png file, at least 450x450 pixels and no larger than 5MB. Select the photo file and click "open."

If you don't have a photo, add one today! Profiles with photos get 11 times more clicks than those without, and they show up higher in search results.

If you do have a photo, make sure it's current and a close-up. (Think about a passport photo: Include your head and shoulders – but unlike a passport photo, you can smile!)

* designates required fields

Profile Photo Update

Please use the "Choose File" button below to upload a photo from your computer. Your photo should have the following characteristics:

- Image should be at least 450x450 pixels
- Use .jpg or .png
- Image no larger than 5MB
- Include head and shoulder image of dentist with clean background
- After uploading your photo please click the Save and Continue button at the bottom of this page

Choose File   No file chosen   Remove

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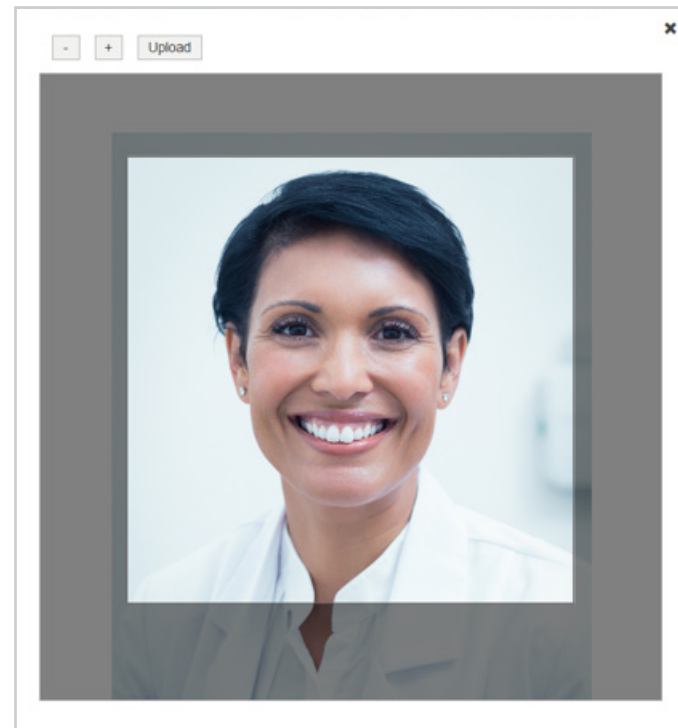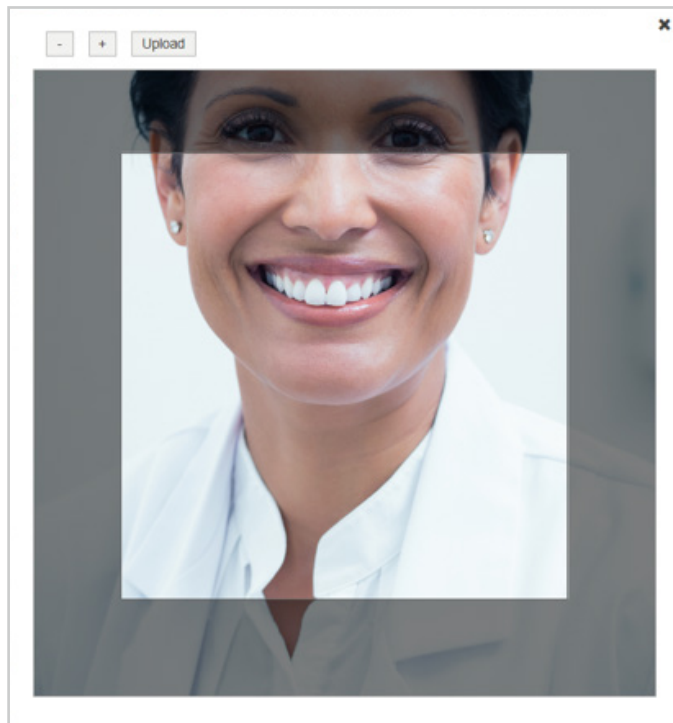**1** Personal Profile   **2** Address, Phone, Hours   **3** Practice Information

STEP 4

Tab 1: Personal Profile

Crop Your Photo

To resize the image, use the "+" and "−" buttons. Keep in mind that zooming in too much on a photo taken from far away can affect the quality of the image. Click and drag the image to center it within the gray shaded box. When you're finished, click the "Upload" button.

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STEP 5

Tab 1: Personal Profile

Update Your Personal Information
Next, update your personal information.
Most of it will be pre-populated by the
ADA database. You can write over
any existing fields to make changes.
When this information is complete,
Click "Save and Continue to Step 2"
at the bottom of the screen.

Personal Information Update

ADA Number	123456789
User ID	123456789
Prefix	Dr *
First Name	Jane *
Middle Name	A
Last Name	Dentist *
Suffix	
Full Name	Dr Jane A Dentist *

This is how your name will appear on official ADA documents

Primary Email Address	dentistj@ada.org *

For ADA Information: *Your primary e-mail address will not be shared nor sold, per ADA policy. It will only be available to members of the ADA via the member porfile page.*

Gender	Female
Education	The dental school cannot be updated online, please contact the ADA at memberprofile@ada.org if the school needs to be updated.
Graduate Education	Graduate school information cannot be updated online, please contact the ADA at memberprofile@ada.org if the graduate school information needs to be updated.
Specialty	Specialties cannot be updated online, please contact the ADA at memberprofile@ada.org if the specialty needs to be updated.

Save and Continue to Step 2 ▶   Cancel

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- ✓ Personal Profile
- 2 Address, Phone, Hours
- 3 Practice Information

STEP 6

Tab 2: Address, Phone, Hours

Update Your Office Information
In this section, you may add multiple business addresses, their corresponding office hours and choose which one you'd like to appear first in the Find-a-Dentist search tool.

Click "Edit Business Address, Phone, Hours" to edit your practice information and select your office hours or "Add New Address" and fill in the empty fields. Your will be directed to a new page within Tab 2.

Update Your Addresses, Phone and Hours

Please update your address, phone and office hours information below. Select the address(es) you would like to appear on Find-a-Dentist and the Member Directory by clicking on the Edit address buttons below, and check the box "display this address in online directories."

Select your Address   **Add New Address ▶**

Address Book

Business Address
211 E Chicago Ave
Chicago , IL 60611-2637
United States

Edit Business Address, Phone, Hours

Home Address
123 Dentistry Lane
Greater Chicago, IL 12345-6789
United States

Edit Address

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STEP 7

Tab 2: Address, Phone, Hours

Address Update
Fill out all fields and check the "Display this address in the online directories" box if this is the primary address you would like to appear in the Find-a-Dentist search results.

Find-a-Dentist and Member Directory Settings

Display this address in the online directories   ☑

Office Hours

Monday	09:00AM	to	06:00PM
Tuesday	09:00AM	to	06:00PM
Wednesday	09:00AM	to	12:00PM
Thursday	09:00AM	to	08:00PM
Friday	09:00AM	to	06:00PM
Saturday	10:00AM	to	03:00PM
Sunday	Close	to	Close

Save Changes ▶   Cancel

How to Update Your ADA®Find-a-Dentist™ Profile

✓ Personal Profile   **2 Address, Phone, Hours**   **3** Practice Information

STEP 8

Tab 2: Address, Phone, Hours

Confirm Addresses
Click "Continue to Step 3" to move on to the next section

Business Address
211 E Chicago Ave
Chicago , IL 60611-2637
United States

Edit Business Address, Phone, Hours

Home Address
123 Dentistry Lane
Greater Chicago, IL 12345-6789
United States

Edit Address

Other Address
123 Dentistry Lane
Greater Chicago, IL 12345-6789
United States

Edit Address

Continue to Step 3 ▶   Cancel

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Personal Profile ✓   Address, Phone, Hours ✓   **3 Practice Information**

STEP 9

Tab 3: Practice Information

Several new fields have been added to this section to give patients the information they look for when choosing a dentist. Fill in all fields, and use the drop down arrows to select your practice focus, patient types, payment options and types of insurance you accept. When selecting "Payment Options" be sure to scroll down to view all options. Note that your choices include "Accepts in-network insurance," "Out of network, does not file claim," or "Out of network, files claim."

Practice Information Update

Description
> We offer comprehensive oral health care for all ages in a relaxed and comfortable atmosphere. Schedule an appointment today!

A maximum of 355 characters may be entered.

231 characters left.

Years in Practice: 15
Based on years since dental school graduation.

Practice Email: smithj@_____dentistry.com
Contact email to be listed on Find-a-Dentist.

Practice Website: smithfamilydentistry.com
e.g. www.ada.org

Practice Focus: Holistic ▼

Patient Types: Cancer, Children ▼

Payment Options: Accepts in-network insurance, Cash/Check, Credit/Debit Card ▼

Insurance Types: None selected ▼

Payment Options: Accepts in-network insurance, Cash/Check, Credit/Debit Card ▲
- ☐ **Select all**
- ☑ Accepts in-network insurance
- ☐ CareCredit
- ☑ Cash/Check
- ☑ Credit/Debit Card
- ☐ Financing

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STEP 10

Tab3: Practice Information

Choose Languages

Let patients know which languages other than English are spoken at your practice. Scroll through the alphabetical list and click "Add" or "Remove" to modify your list.

Click "Finish" to complete your profile

How to Update Your ADA®Find-a-Dentist™ Profile

Congratulations!
You have successfully updated your profile! Patients will be able to find you in the new Find-a-Dentist tool. Be sure to check your My ADA dashboard to see how many visits your profile receives.