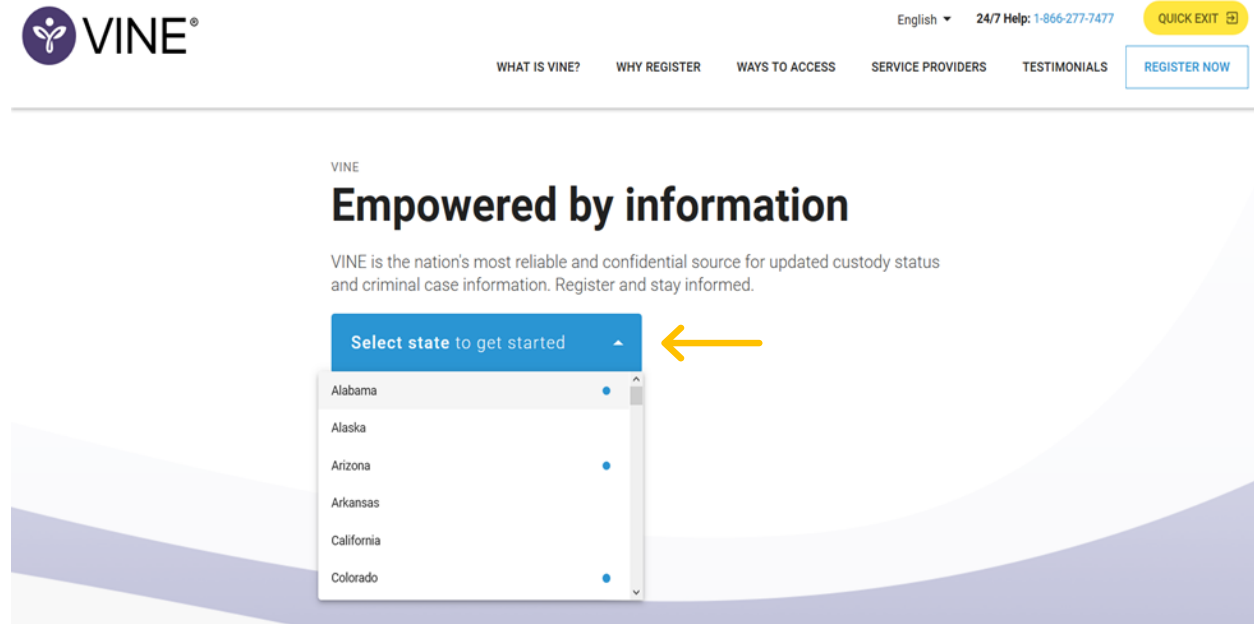




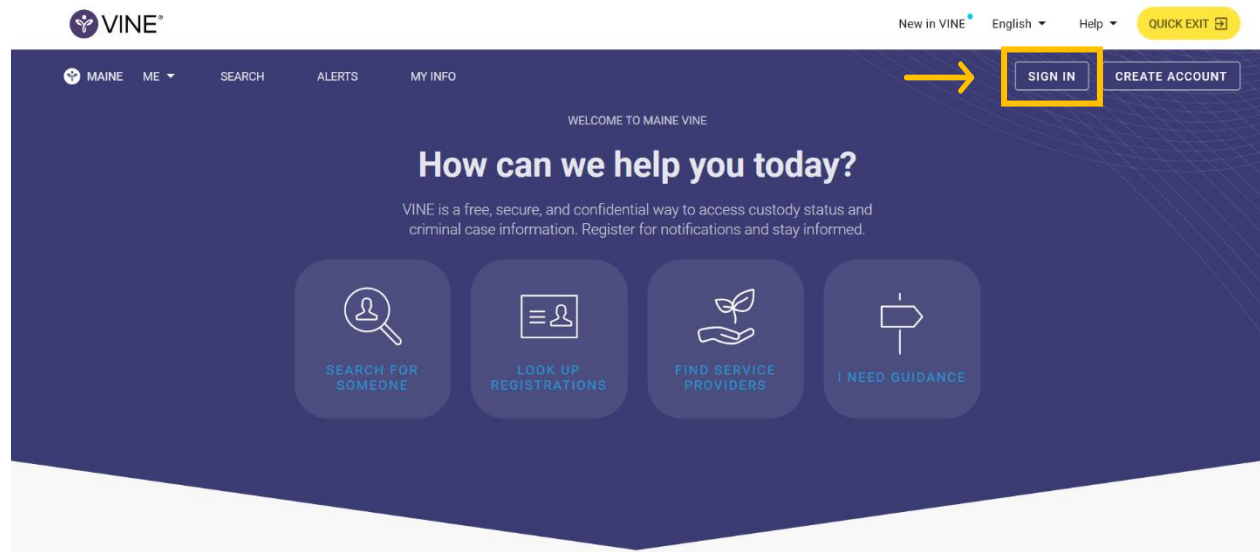
How to Save a Service Provider to My VINELink Account - Quick Reference Guide

NOTE: In this resource guide, we will be using our training demonstration website to provide examples. Some information may appear differently in your state's specific VINELink website.

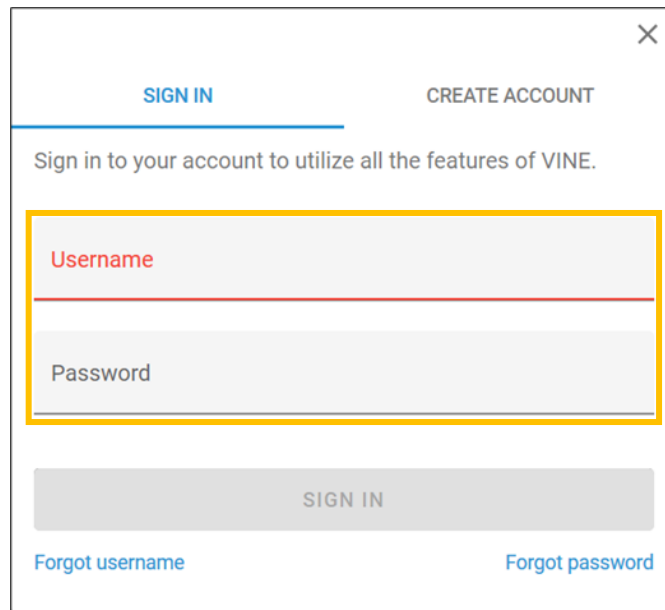
1. Access VINELink via the web at www.vinelink.com or via our free mobile application. Select your **State** to get started.



2. To save service provider information, you will first need to access your account. On your state's landing page, select "**Sign In**" from the menu in the header.

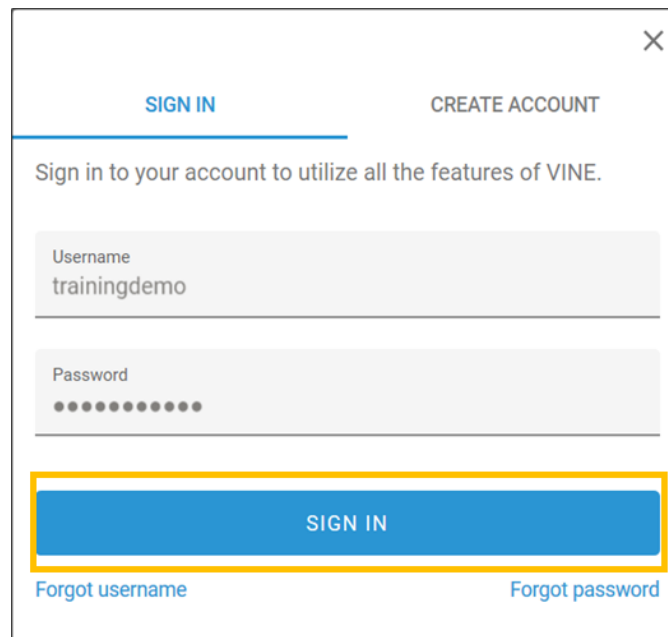


3. On the Sign In form, you will need to enter your unique **Username** and **Password**.



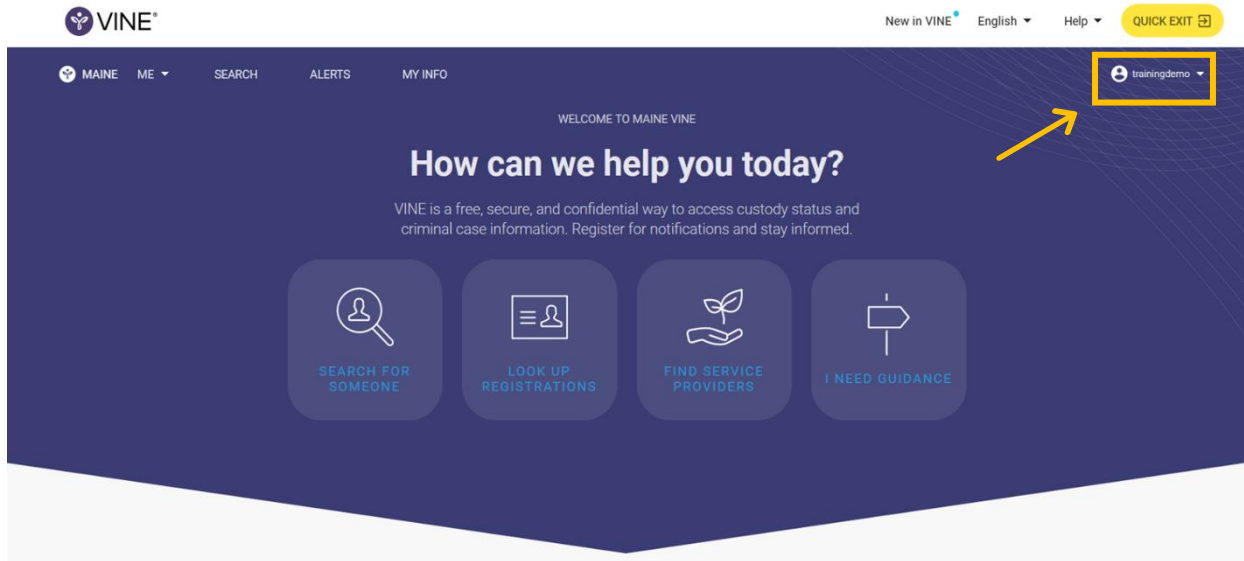
A screenshot of the VINE Sign In form. At the top, there are two tabs: "SIGN IN" (selected with a blue underline) and "CREATE ACCOUNT". Below the tabs is the text "Sign in to your account to utilize all the features of VINE." The form contains two input fields: "Username" and "Password", both of which are currently empty. Below the input fields is a grey "SIGN IN" button. At the bottom of the form, there are two links: "Forgot username" and "Forgot password". A yellow rectangular box highlights the Username and Password input fields.

4. Once you have entered your account credentials, click "**Sign In.**"

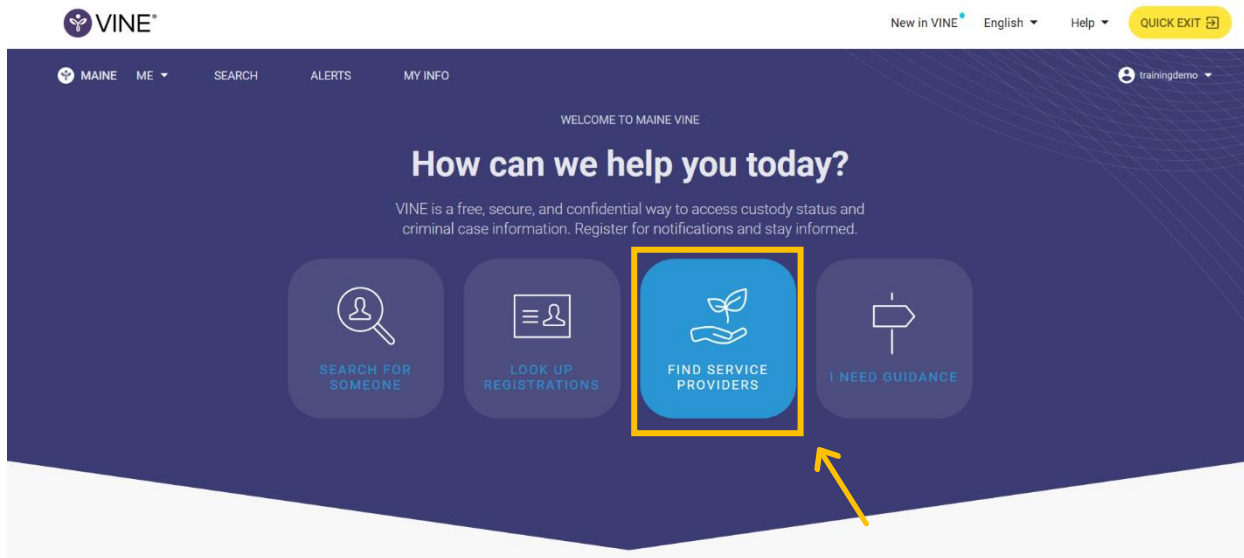


A screenshot of the VINE Sign In form, identical to the previous one, but with the "Username" field containing the text "trainingdemo" and the "Password" field filled with ten dots. The "SIGN IN" button is now highlighted with a yellow rectangular box, and a yellow arrow points to it from the right. The "Forgot username" and "Forgot password" links remain at the bottom.

5. Welcome to VINE! You are now logged in and will be directed to your account landing page. Note that your username will display in the header menu to confirm you are logged in to VINELink.



6. To find a service provider or victim resource agency, select **"Find Service Providers."**



7. On the **Search** page, your selections will default to “A Service Provider” and your state of interest. You may update either of these selections through the dropdown menus next to each selection.

Once you have confirmed your state and search options, you may search for a service provider by **organization name** or **helps with**. In this example, we will select “helps with.”

Search


I'm searching for A Service Provider ▼

located in Maine ▼

who Select ▼

has organization name

helps with



8. Review the list of services offered under “helps with”:

Basic Needs, Children’s Services, Counseling, Crisis Support, Financial Assistance, Healthcare (Physical), Information About Offender, Legal Assistance, or Victim Assistance.

We will choose **“Basic Needs.”** Once you have made your selection from the list of services offered, click **Search**.

Search

I'm searching for A Service Provider ▼

located in Maine ▼

who helps with ▼

Basic Needs ▼

Basic Needs




Children's Services

Counseling

Crisis Support

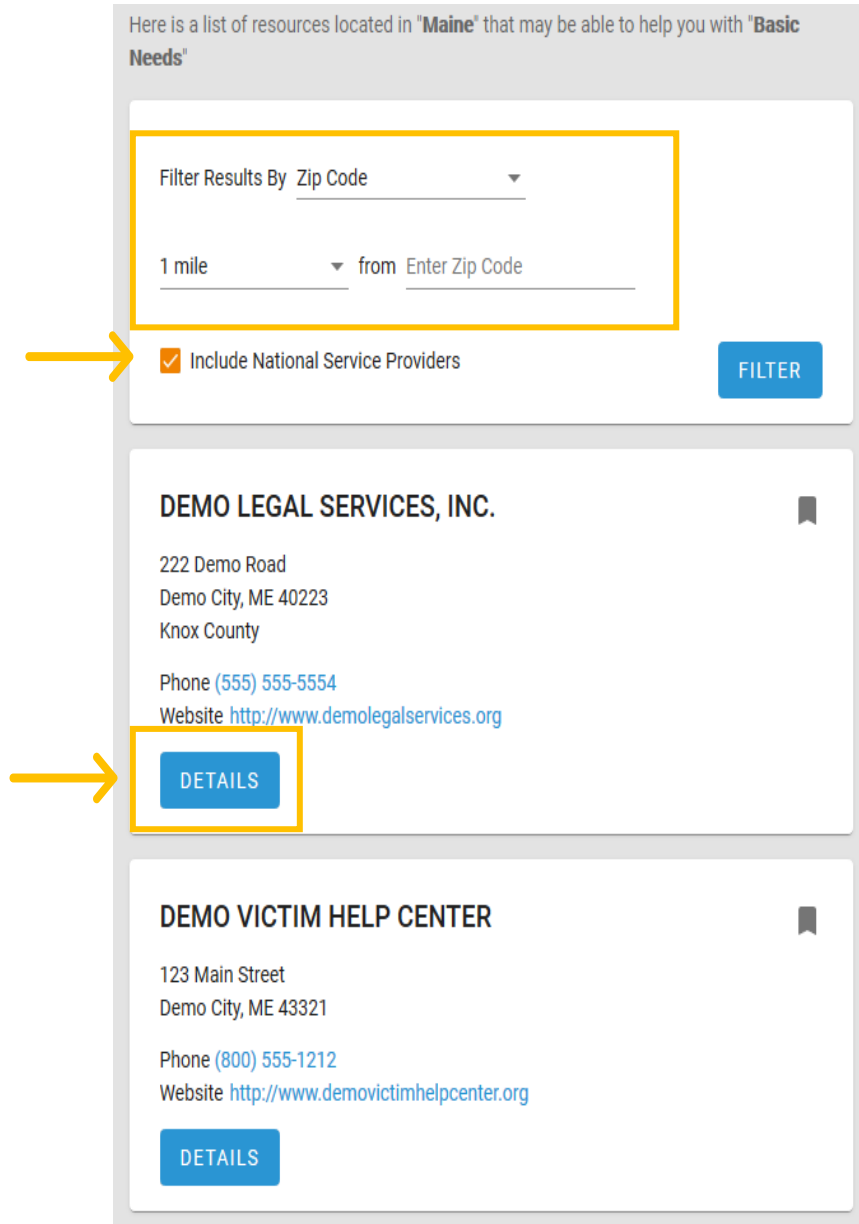
Financial Assistance

Healthcare (Physical)



9. View the list of resources in the search results and click **"Details"** to learn more about the Service Provider. Note that results can be filtered by zip code, distance, county, or parish name.

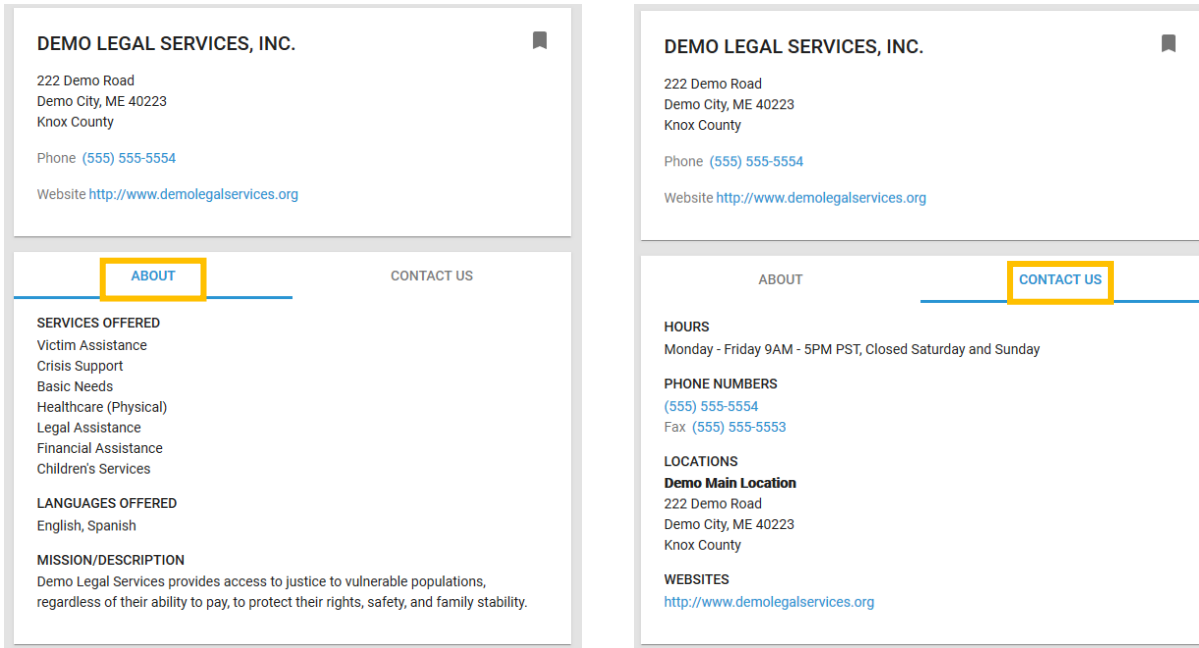
You may also choose to include National Service Providers in your results by checking the box.



The screenshot shows a search results interface for 'Maine' with the following elements:

- Header: "Here is a list of resources located in **"Maine"** that may be able to help you with **"Basic Needs"**"
- Filter section (highlighted with a yellow box):
 - "Filter Results By" dropdown menu set to "Zip Code"
 - Distance: "1 mile" with a dropdown arrow
 - Location: "from Enter Zip Code" with an input field
- Checkbox: "Include National Service Providers" (indicated by a yellow arrow)
- Button: "FILTER" (blue)
- Service Provider 1: "DEMO LEGAL SERVICES, INC." (with a bookmark icon)
 - Address: 222 Demo Road, Demo City, ME 40223, Knox County
 - Phone: (555) 555-5554
 - Website: <http://www.demolegalservices.org>
 - Button: "DETAILS" (blue, highlighted with a yellow box and indicated by a yellow arrow)
- Service Provider 2: "DEMO VICTIM HELP CENTER" (with a bookmark icon)
 - Address: 123 Main Street, Demo City, ME 43321
 - Phone: (800) 555-1212
 - Website: <http://www.demovictimhelpcenter.org>
 - Button: "DETAILS" (blue)

10. In the service provider details, select either the **"About"** tab to learn more about the Service Provider, or the **"Contact Us"** tab to see contact information.



DEMO LEGAL SERVICES, INC.

222 Demo Road
Demo City, ME 40223
Knox County

Phone (555) 555-5554
Website <http://www.demolegalservices.org>

ABOUT CONTACT US

SERVICES OFFERED
Victim Assistance
Crisis Support
Basic Needs
Healthcare (Physical)
Legal Assistance
Financial Assistance
Children's Services

LANGUAGES OFFERED
English, Spanish

MISSION/DESCRIPTION
Demo Legal Services provides access to justice to vulnerable populations, regardless of their ability to pay, to protect their rights, safety, and family stability.

DEMO LEGAL SERVICES, INC.

222 Demo Road
Demo City, ME 40223
Knox County

Phone (555) 555-5554
Website <http://www.demolegalservices.org>

ABOUT **CONTACT US**

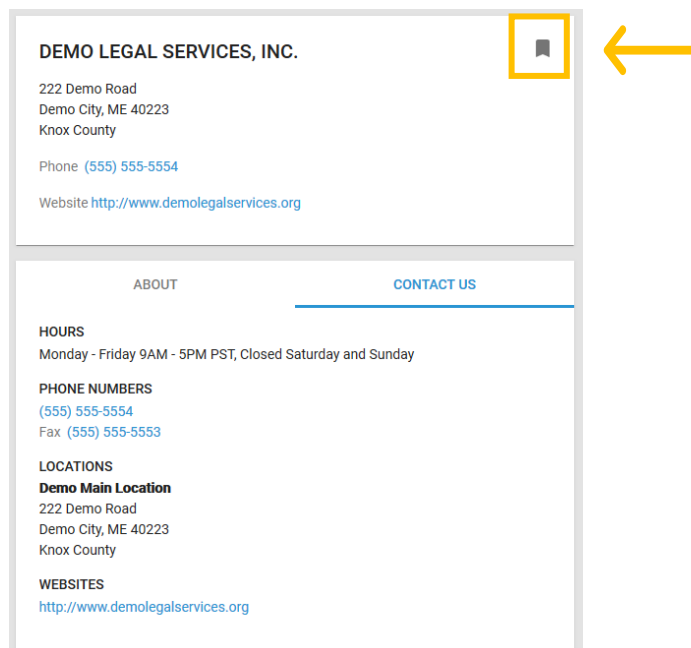
HOURS
Monday - Friday 9AM - 5PM PST, Closed Saturday and Sunday

PHONE NUMBERS
(555) 555-5554
Fax (555) 555-5553

LOCATIONS
Demo Main Location
222 Demo Road
Demo City, ME 40223
Knox County

WEBSITES
<http://www.demolegalservices.org>

11. To save a Service Provider to your account, selecting the **bookmark** icon on the Service Provider at the top of the card.



DEMO LEGAL SERVICES, INC.

222 Demo Road
Demo City, ME 40223
Knox County

Phone (555) 555-5554
Website <http://www.demolegalservices.org>

ABOUT **CONTACT US**

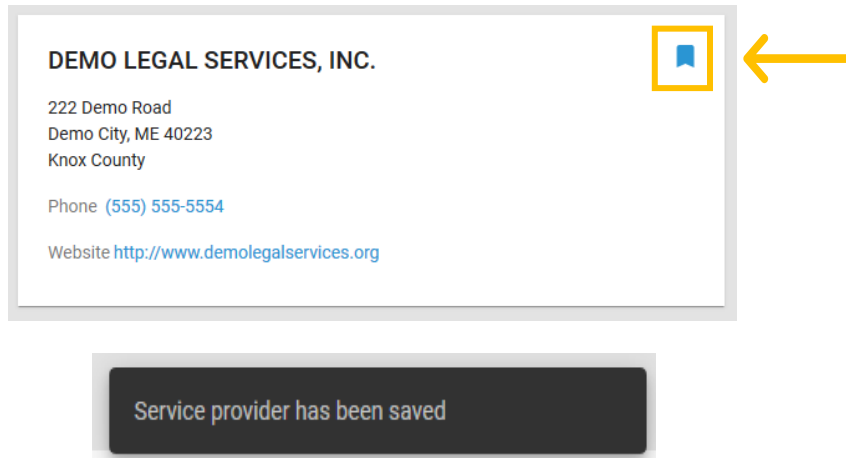
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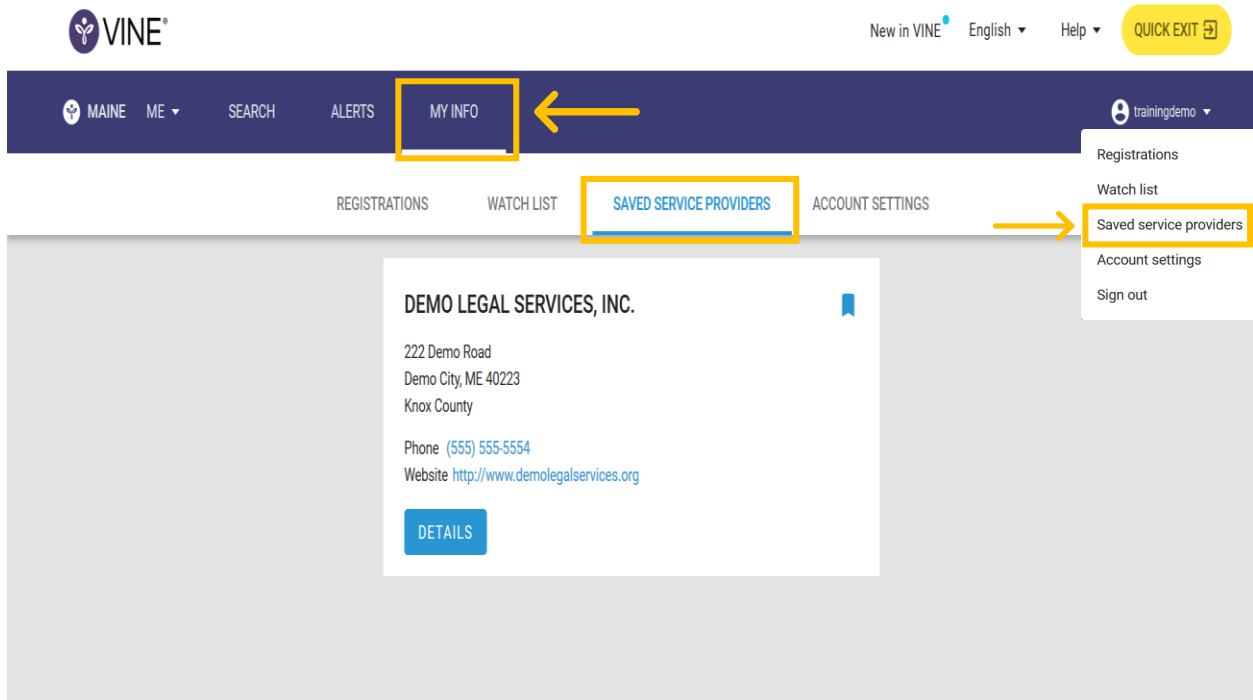
LOCATIONS
Demo Main Location
222 Demo Road
Demo City, ME 40223
Knox County

WEBSITES
<http://www.demolegalservices.org>

12. You will see a brief pop-up stating **"Service provider has been saved."** The bookmark icon will also change to blue to indicate your selection.



13. To view your list of Saved Service Providers, select **My Info** and then the **Saved Service Providers** tab. Or, select the **"Saved service providers"** option from your account details dropdown menu.





Resource Center

Access VINELink anytime via the web at www.vinelink.com or by downloading our free VINELink Mobile App (available for Apple and Android).

For our full library of VINE training resources, please visit our Training Page at: <https://apprissafety.com/resources/training/>

For 24-hour support on VINE-related questions and issues, please contact VINE Support:

Email:

VINESupport@appriss.com

Phone:

1-866-APPRISS (866-277-7477)
Select Option 2

Join the conversation and connect with Appriss Insights and VINE on social media!



[@VINENotifies](https://twitter.com/VINENotifies)



[@VINENotifies](https://www.facebook.com/VINENotifies)



[Appriss VINE](https://www.linkedin.com/company/appriss-vine)



[VINE Resource Center](https://www.youtube.com/VINEResourceCenter)