

Register to add your organisation to the Hertfordshire Directory

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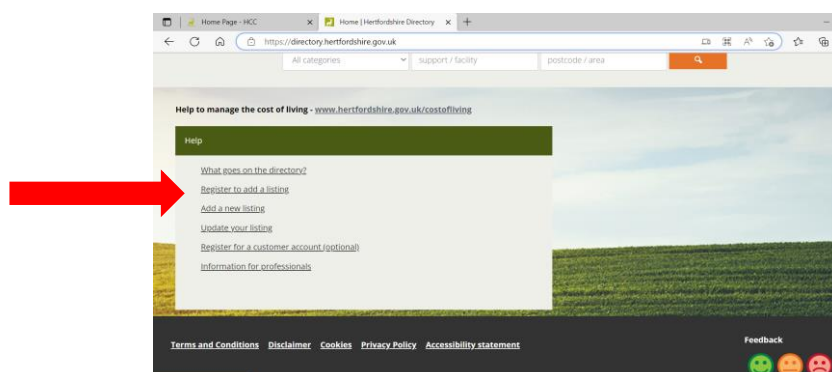
If your service works in the following areas, we would love you to register:

- Adult care services
- Finance and housing support
- Things to do for adults, children, and families
- Education and work (not for job adverts)
- Venues for hire
- Support with domestic abuse, bullying or crime and disorder
- Health and happiness - any services that target a person's physical or mental health (**not GPs, hospitals, pharmacies, or dentists**)
- Special Educational Needs and Disability (SEND) - groups and organisations offering support for children and young people with SEND and their families.

Please note: Childcare providers - your information will be sent to us from Ofsted (you will have the option to be included on the Directory).

If you have any questions or require any further support, please contact the HCC web team at web.team@hertfordshire.gov.uk

1. Before you can add your organisation to the Directory, you need to 'Register to add a listing'.
2. If you scroll to the bottom of the Directory's home page, you will find a link to help you register.



Request Login

Only people associated with a service-providing organisation should request a login. Members of the public who wish to search for services should not request a login, as it is not required.

If you have any questions about login requests, please contact Hertfordshire Web Team by [email](#).

Please enter the user details:

Fields marked with a * are mandatory

Login Details

User name *

Email address *

Please use a generic email like [info@organisation.com](#) if possible.

The web team emails your service every 6 months to check your listing details are up to date.

If a named individual is used, staff turnover might mean that your update email is missed, and your listing will not appear on the Directory

3. Complete the request login form, making sure you have filled the sections marked with an asterisk *
4. Complete the 'Employer Details' section as the final part of your request.

Employer Details

Enter part of your employer's name in the box and press the Find button.

Search by organisation name

Role

Notes

5. Type the name of your organisation into the box e.g., 'Samaritans.' If your organisation is listed, you will be asked to select an option from the drop-down menu.

Employer Details

Enter part of your employer's name in the box and press the Find button.

Search by organisation name

Organisation

6. If your organisation is not listed, click on the orange box labelled 'My employer is not listed' and follow the prompts to add your organisation to the Directory.

New organisation

If your organisation is not in the list above, please enter its name here.

Role

Notes

7. Complete your request for a login by clicking on the 'request login' button at the bottom of the page.

The web team will send you an email when your request has been accepted and you will then need to activate your new account.