

How to Add an Employee to your Roster in the Clearinghouse

Simplified Version

1. Sign into the Clearinghouse
2. Search for the employee
3. Once the Profile page opens up, scroll to the bottom of the page
4. Click the button that says "Add Employment/Contract Record."
5. In the Provider box, choose the name of the CDC+ Consumer/Participant
6. Choose Employee/Staff person as their position
7. Add their hire date
8. Click Save
9. Scroll down again on the profile page and you will see that there is now an entry showing they are employed by the consumer.
10. If the employee stops working for the consumer, follow the same steps until you see their employment record. Click the "EDIT" button and add the date they stopped working for the consumer. This must be done within 10 days of the employees last day.
11. You can also choose Employee/Contractor Roster from the blue header in the Clearinghouse to view your employees and make edits.