

## Employment Ontario Partners' Gateway

Ensure you review your program or service listing on a regular basis in [Find an Employment and Training Service \(FEATS\)](#) throughout the year.

1. To search for your organization in the database, either
  - use the type of service drop-down menu along with the service's city or postal code, or,
  - type your agency's name into the quick search box and then enter a postal code.
2. Click **Hide Map**, and then click on your name. You see your record.
3. On the upper left side of your record, click **Update**.
4. Follow the prompts and make changes. Click **Preview** on the lower left corner.
5. Review the changes and scroll to the bottom. Click **Update**.

Once the update is submitted, your local community information centre (one of FindHelp's community partners) may call or email you to validate your suggested changes and confirm you have the authority to provide updates on behalf of your organization.

The local community partner then sends this validated record change to FindHelp for uploading to the 211 database. Changes should appear on the web site within 5-7 business days.

You are encouraged to check your record in Find Employment and Training Services (FEATS) to ensure that the requested changes have been made. If any submitted changes have not been made after 5-7 business days, contact Jack Adolph, in the Ministry's Program Delivery Support Branch, at (416) 325-4392 or [Jack.Adolph@ontario.ca](mailto:Jack.Adolph@ontario.ca).