<h1 style="text-align:center; color:darkred;">Tips for MassHealth Consumers/Employers
Using the Massachusetts PCA Directory</h1>

How to Register

1. You must be registered to search online for job applicants in the Massachusetts PCA Directory. Visit www.MassPCADirectory.org scroll down and click on **"Register and hire someone today."**
2. To establish an account, complete all required fields marked with an asterisk (*).
3. Remember to check that you agree to the "Terms and Conditions."
4. Enter your email address as your username.
5. Enter your MassHealth number if applicable (process is secure and for verification purposes only). **You will receive a free 12-month subscription to access the Directory.**
6. Click "**Continue"** to go to the **"Search our applicants"** page.
7. When you receive a password by email, log in and change the password to one of your own choosing.
8. Then you may log in from any page on the site by entering your username and password. This log-in will be valid for one year.
9. You may change your account information at any time.

How to Search the Directory (You must be logged in to search the directory.)

To conduct a **Zip Code Search**:
1. Enter your zip code.
2. From the "Distance from Zip Code" pull-down menu, click the distance you want from 1 to 100 miles.
3. Click **"Search Now."** You will see a list of candidates who live near you. The most recent applicants will be at the top of the list.

To conduct a **Simple Search** with additional criteria:

1. Enter your zip code and distance *or* check the state in which you would like to search. (You do not need to choose a state if you have entered your zip code).
2. Choose preferences from the drop down menus such as workers who have valid drivers' licenses, who are non-smokers, or who prefer to work days.
3. Enter keywords if you seek someone with specific skills such as "CPR" or "nurse."
4. Click **"Search Now."**

To conduct an **Advanced Search** looking for specific qualifications:

1. Click **"Advanced Search."**
2. Start by selecting your state and click "Next."
3. Select the criteria most important to you in the fields shown, such as "experience working with a particular disease" or "Do you have access to a car?"
4. Click **"Search Now"** at the bottom of the page. You will see a list of candidates.

How to Sort Your Search Results (This is recommended!)

1. You may sort the results of your search by different fields. The **default view** shows columns listed by Name, City, State, Zip and Date of application. The **default sort order** is by date.
2. To change which information appears in the columns, click **"Sort results by changing columns."** From the list, uncheck the criteria that you don't need (such as zip code), then check up to 3 criteria that you want to view (for example, applicant's email address, work experience, and special skills, training or valid certification.).
3. Click **"Update column options"** to see your choices. You may change fields and repeat to see other information.
4. To change the **sort order**, click on a column head. For example, if you click "City," the information will be listed in alphabetical order by city.
5. To see a candidate's complete application, click **View.**

How to Save Your Search

1. To save your search for future reference, enter a name for your search in the box that says "**Save your search."** Keep the name simple, such as "PCA for Mom" or today's date.
2. Click **"Save Search."**
3. You will be able to access your saved search at any time by logging in and clicking **"Your saved search"** in the navigation menu on the left. The search will use your previously chosen criteria.

Consider posting a job listing

<p style="text-align:center; color:darkred; font-weight:bold;">Questions? Call toll-free 1-866-212-WORK (9675) or
email eparker@rewardingwork.org</p>