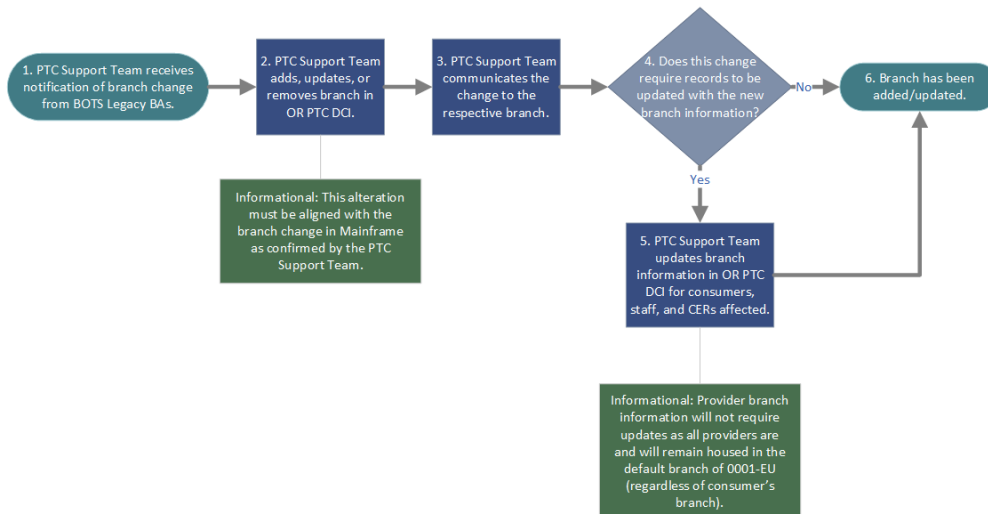


# Business Process - Manually Adding/Updating Branch Information

## PROVIDER TIME CAPTURE (PTC) PROJECT

### 1.6.0 Process for PTC Support Team: Manually Adding or Updating Branch Info



#### Legend

##### Acronyms

CER = Consumer Employer Representative (Guardian profile in OR PTC DCI)

START / END

PROCESS STEP

DECISION

#### Links + Resources



**PTC Support  
Team Email**

#### Related articles

- [Guide - OR PTC User Settings Guide](#)
- [Staff Learning Materials Catalog](#)
- [Guide - Time Entry Management](#)
- [Online Learning - Recovering a Forgotten Password](#)
- [Business Process - Managing Staff Profiles](#)