

Add/Remove Secondary Contacts

1. After signing in to your account, click the “My Profile” button on the top menu bar.
2. Click the “Address/Contact” tab

The screenshot shows a user profile page with the following details:

Account #	VA0000061	EPA #	-	State Registration #	1002850	EIN #	-	
Status	Approved	Account Type	Producer account for Product Registration (Manufacturer)		Name Status	Current	Name Type	Primary
Email Address	ada.test@agi.alabama.gov	Contact	(334) 240-7244		Address	1445 FEDERAL DR MONTGOMERY, ALABAMA 36107-1123 UNITED STATES MONTGOMERY		

Additional Account Information

Navigation tabs: Name Details, **Address/Contact** (highlighted with a red circle), Business Relationship, Employee Relationship, Payment/Fees

3. To add a secondary contact

- a) Under “Business Account Contacts” click the green plus sign button to add a new contact

The screenshot shows the 'Business Account Contacts' section with a table of existing contacts and a green plus button to add a new one.

Contact Type	Name Status	Name	Is Primary	Email	Web	Status	Type/Sub Type	Action
Primary	Current	TESTER JOE	Yes	ada.test@agi.alabama.gov		Active		

A green plus button is highlighted with a red circle in the top right corner of the 'Business Account Contacts' section.

- b) In the “Contact Type” dropdown, select “Secondary” and fill in the contact information. Click “Save”

The screenshot shows the 'Add New Business Contact' form with the following fields:

- Contact Type: **Secondary** (selected and highlighted with a red circle)
- Prefix: Select Prefix
- First Name:
- Suffix: Select Suffix
- Email Address:
- Webpage:
- Mobile/Phone:

- c) Click the “Enable User Login” button circled below. This will send an e-mail to the user allowing them to create their login credentials.

Business Account Contacts								
Contact Type	Name	Status	Name	Is Primary	Email	Web	Status	Type/Sub Type
Secondary	Current	TESTER JOE	No	adai.test@agi.alabama.gov		Active		
Primary	Current	TESTER JOE	Yes	adai.test@agi.alabama.gov		Active		

4. To remove a secondary contact

- a) Under “Business Account Contacts” click the green pencil button under the “Action” column

Business Account Contacts								
Contact Type	Name	Status	Name	Is Primary	Email	Web	Status	Type/Sub Type
Secondary	Current	TESTER JOE	No	adai.test@agi.alabama.gov		Active		
Primary	Current	TESTER JOE	Yes	adai.test@agi.alabama.gov		Active		

- b) In the “Edit Business Contact” form, uncheck the “Status” box next to the person’s name and Click “Save” This will change the contact’s status from Active to Inactive. This cannot be undone.

Edit Business Contact

Contact Type

Prefix

First Name

Middle Name

Secondary

Select Prefix

JOE

Last Name

Suffix

USER

Select Suffix

☒ Status

Contact Information

Email Address

Webpage

joe.user@agi.alabama.gov