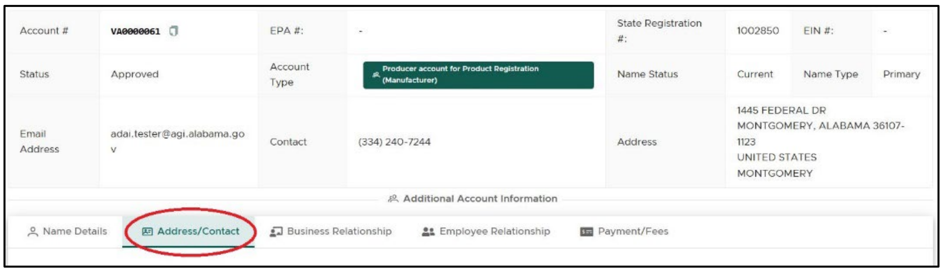
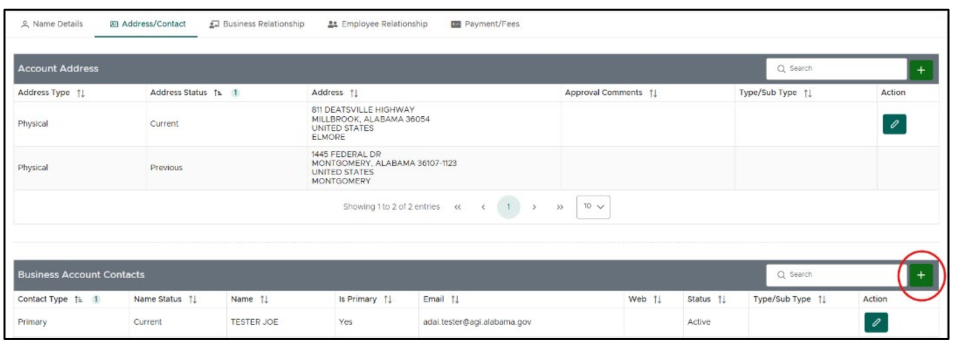
Add/Remove Secondary Contacts

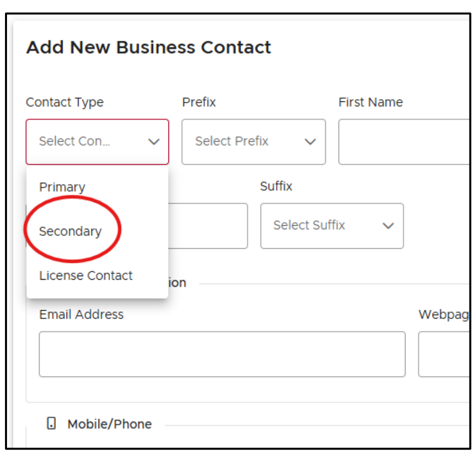
1. After signing in to your account, click the “My Profile” button on the top menu bar.
2. Click the “Address/Contact” tab



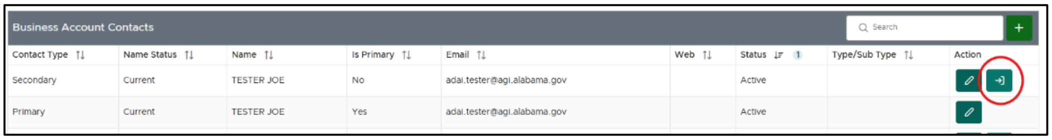
3. To add a secondary contact
   a) Under “Business Account Contacts” click the green plus sign button to add a new contact



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

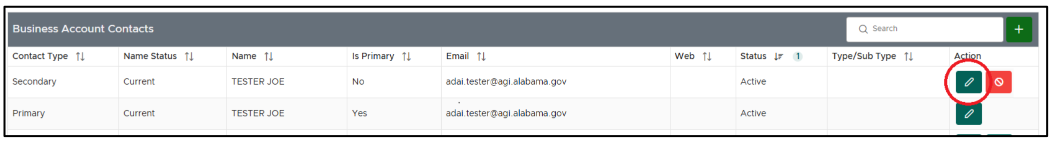


c) Click the “Enable User Login” button circled below. This will send an e-mail to the user allowing them to create their login credentials.



4. To remove a secondary contact

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



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.