AHFA DMS How to Create Orgingation Contacts

**Step 1:**

* Go to “**My Profile**” to access the **Contacts** page.
* Click **“Contacts”** within the Organization section as shown below.

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**See examples from the screens below**

* Click **“Add New. “**



* Complete all fields as indicated below. **(Don’t forget to choose your role)**.
* Click **“Add.”**
* Save your changes.



**Complete all fields here.**



**See New Contact added here,**

**Step 2: Editing a contact:**

* Click **“Contacts”** within the Organization section as shown below.
* Click edit.





* The navigation pane below shows this user is updating the **street address**.
* Once the changes have been made click **“Update.”**
* The second navigation pane below show the contact has been edited and updated. 

**Edit the necessary fields.**

