


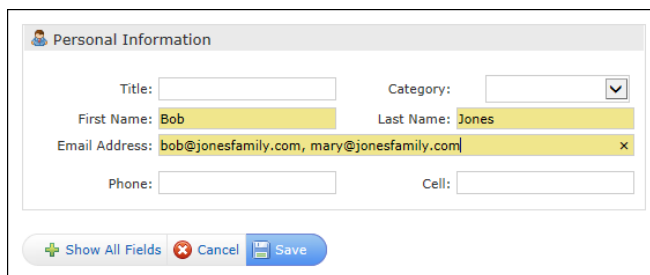
Adding a Contact

To add a contact, follow these steps below:

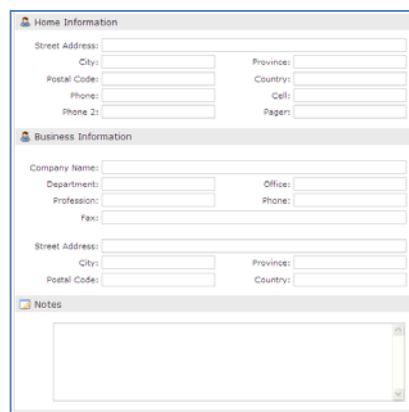
1. Click on the  button at the bottom of the screen
2. Fill out the information in the Personal Information pop up box. All yellow fields are mandatory fields and must be filled out in order to save the contact.



To add a second email address, such as emailing both a husband and wife at the same time, place a comma after the first email address and add the second one.



3. If desired, click on the  button to fill out more information on that client.



4. Click 

If you have additional questions, please contact Customer Care at (866) 553-3430.