

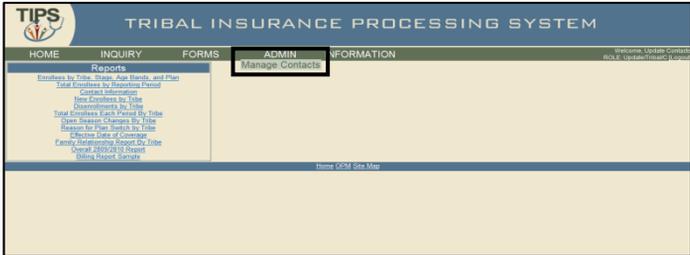
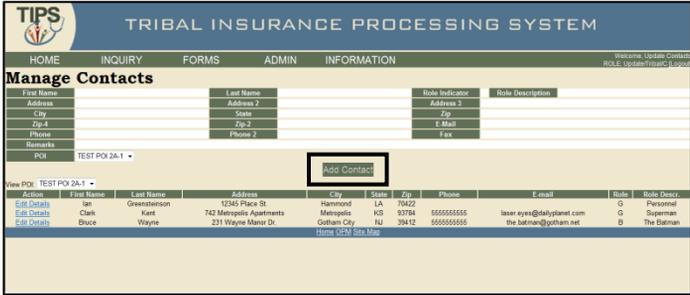


Tribal Employer Job Aid

Managing Contacts in TIPS

Maintenance Contact

The Tribal Employer Maintenance Contact is responsible for updating contact information for all authorized contacts in TIPS. Each Tribal Employer will have two maintenance contacts. The chart below outlines the step-by-step process for adding and editing contact information.

Step	Action																																	
1	<p>Login to the TIPS web portal with username and password</p> 																																	
2	<p>Select the Manage Contacts button</p> 																																	
3	<p>Input contact's information in all listed fields and click add contact</p>  <table border="1" data-bbox="425 1425 1115 1477"> <thead> <tr> <th>Action</th> <th>First Name</th> <th>Last Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Zip</th> <th>Phone</th> <th>E-mail</th> <th>Role</th> <th>Role Descr.</th> </tr> </thead> <tbody> <tr> <td>Edit Details</td> <td>Clark</td> <td>Kent</td> <td>742 Metropolis Apartments</td> <td>Metropolis</td> <td>KS</td> <td>67374</td> <td>6555555555</td> <td>laser_eyes@dalyplanet.com</td> <td>G</td> <td>Personnel</td> </tr> <tr> <td>Edit Details</td> <td>Druce</td> <td>Wayne</td> <td>231 Wayne Manor Dr</td> <td>Culbass City</td> <td>NJ</td> <td>07412</td> <td>6555555555</td> <td>the_batman@yuhum.net</td> <td>B</td> <td>The Batman</td> </tr> </tbody> </table>	Action	First Name	Last Name	Address	City	State	Zip	Phone	E-mail	Role	Role Descr.	Edit Details	Clark	Kent	742 Metropolis Apartments	Metropolis	KS	67374	6555555555	laser_eyes@dalyplanet.com	G	Personnel	Edit Details	Druce	Wayne	231 Wayne Manor Dr	Culbass City	NJ	07412	6555555555	the_batman@yuhum.net	B	The Batman
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4	<p>Click edit details in order to edit an existing contact</p> 