

Steps for updating an Organization's Contact information in ALERT

1. Click the **Manage Access/Account** tab at the top of the ALERT IIS home page.
2. Click **“Edit Organization”** under the Manage Access section of the menu panel.

3. You will find the fields for contacts at the bottom of the page under **“Individual Contacts”**. Here is where you can add, edit an existing contact or delete a contact.

5. Once you update contact information click **Apply** for each contact you add. You'll see your changes in the contact listing above.
6. When done updating, go up to the top of the page and click the **Save** button. The message **“Organization Updated”** will display at the top of the screen. If you don't save your changes or don't see the message your changes did not take place, you'll have to do it again.