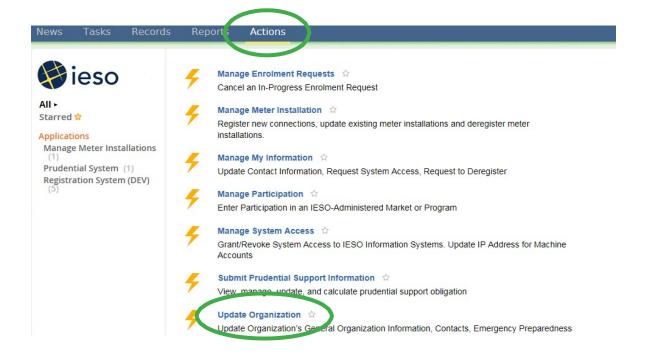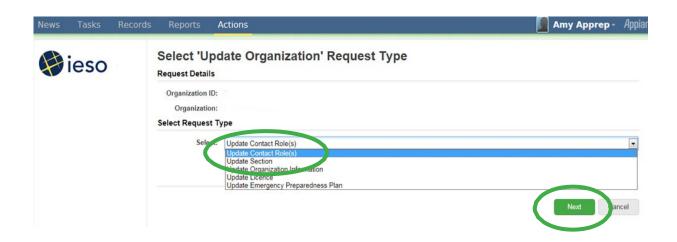# Step-By-Step Guide for Adding a Contact Role

Use this instructional information to add additional organizational contacts in Online IESO.

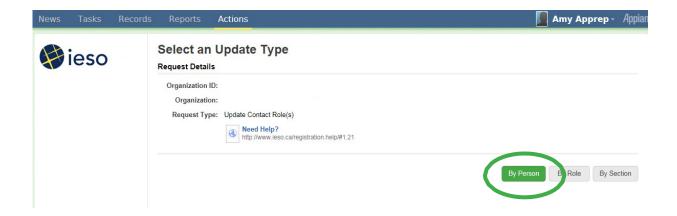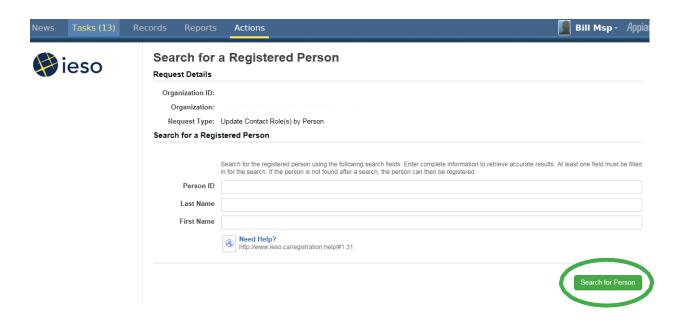1. Click the "Actions" tab, choose "Update Organization".

2. Select the desired organization under "Update Organization Request Type". Select "Update Contact Roles(s)" and click "Next".
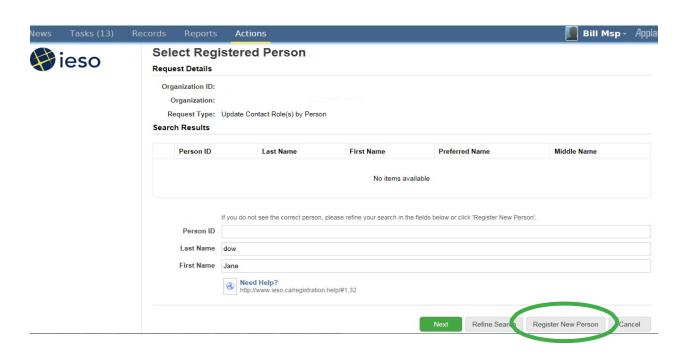

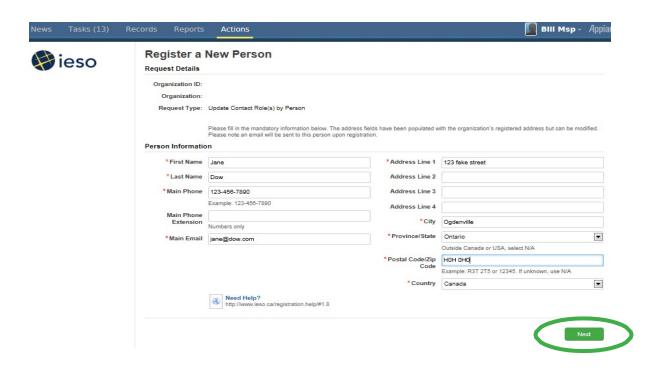
3. Select to search "By Person".

4. Enter the individual's name and click "Search for Person".
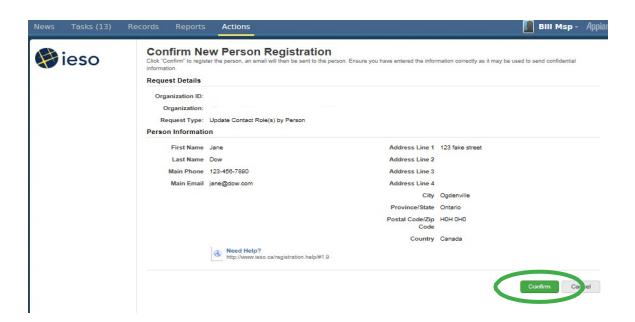

5. Where the individual is not registered, click "Register New Person". If the person is already registered, proceed to step 8.
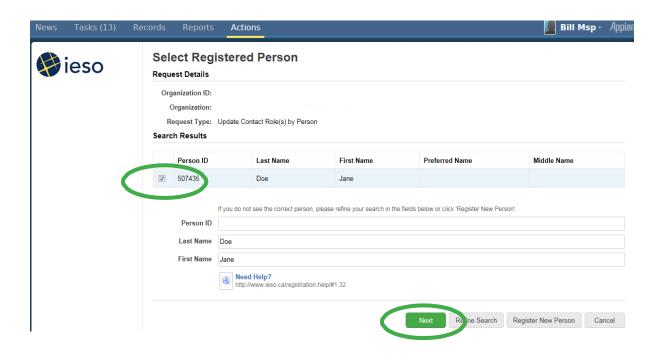
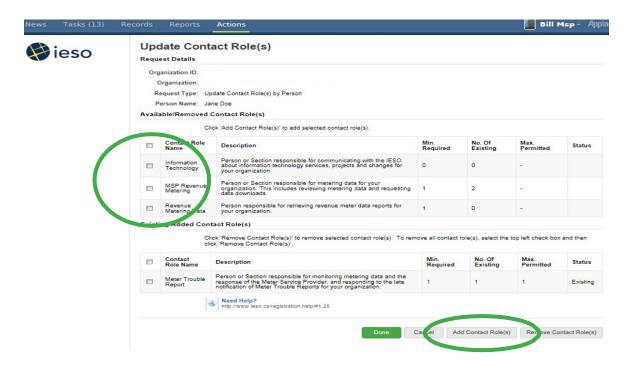6. Complete the "Register a New Person" page and click "Next".

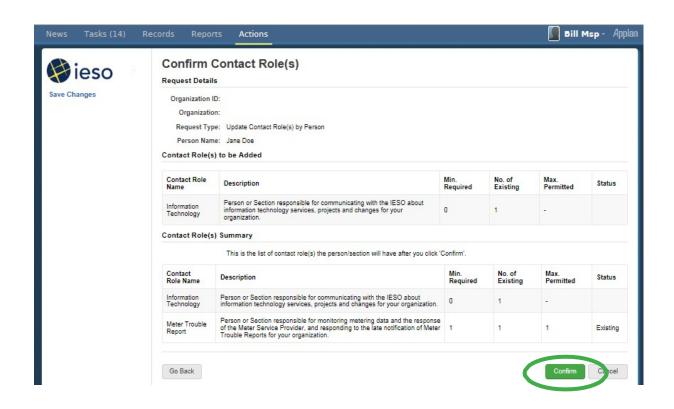7. Review and confirm the individual registration details.

8. Select the Person ID for the individual to be registered in a new role and click "Next".

9. Select the desired contact role and click "Add Contact Role(s)". Once added, click "done".

10. Click "Confirm".

Contact IESO

Information about Online IESO is available at the Online IESO Homepage. For more information, contact IESO Customer Relations: **Tel:** 1.888.448.7777 **Email:** customer.relations@ieso.ca