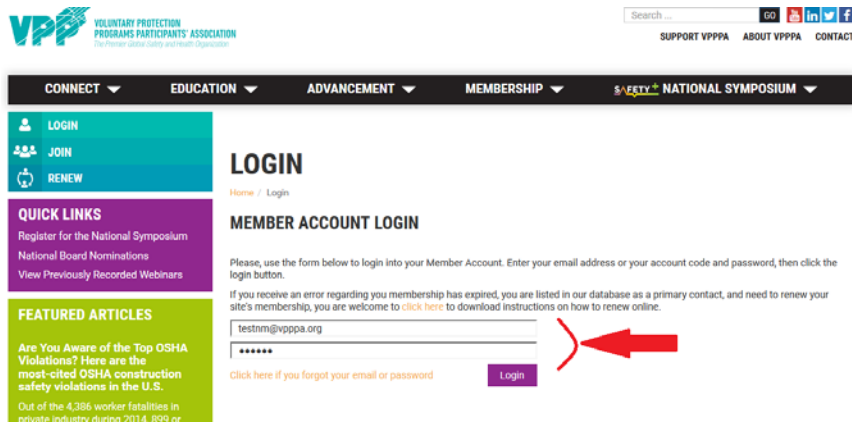


## How to Add Contacts from your roster (Primary Contacts ONLY)

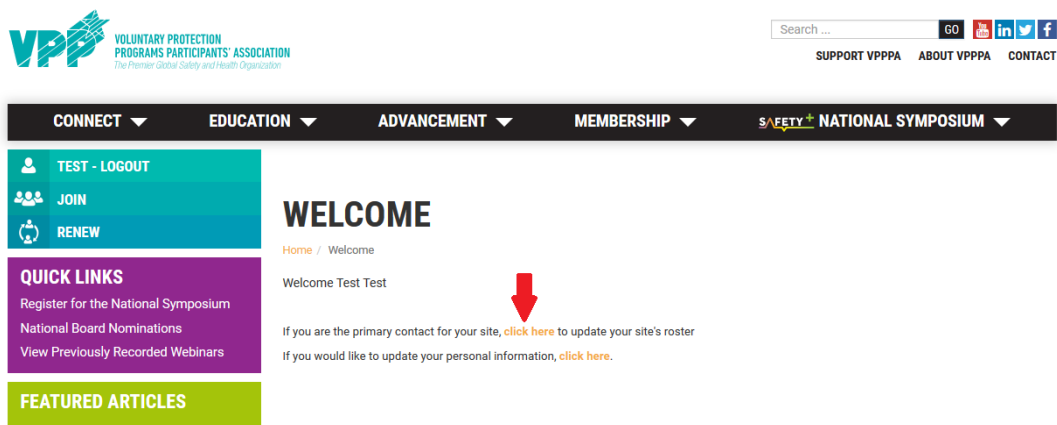
1. Click the “Log In” Button on the left side of the home screen



2. Once you get to the “Log In Screen”, please enter your email and your password. If you do not know your log in information, please email [membership@vpppa.org](mailto:membership@vpppa.org) for assistance.



3. After you have logged in, you will see a “Welcome” Screen with two options. Select “If you are the primary contact for your site, click here to update your site’s roster” This option is the option you would choose to update your company’s information, roster and renew Membership.



- Once you have selected “If you are the primary contact for your site, click here to update your site’s roster”, you will see your home page. On your homepage, you can see the current contacts on your roster and can add your new contacts. Click “Add New Contact” to add your employee.

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 The Volunteer Protection Program is a Non-Profit Organization

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Logout As Test, Test?

Profile Editor - Site Details  
 Choose from the options below to either edit your member details or add a contact. If contacts are present on your profile you may click on the contact to view and edit the details. In order to delete a contact, click on contact name below and uncheck the "Active" check box.

**NOTE:** To add a contact:  
 1. Select "Add Contact" under the Options category  
 2. Enter contact's information  
 3. Click "Add Contact" at the end of the page

Options  
[Edit Site's Details](#) | [Add Contact](#) | [Pay For/Renew Site's Membership](#) | [Assign Administrative Member](#)

Company Information

Member: Test  
 1234 Membership Lane  
 Testington, AK  
 123645

Company: Test

Member Type: Associate Member

Contacts: [Test, Test \\*Prime Contact](#)  
 ROCKS, VPPPA

Main Phone: 123456  
 Web Address: <http://www.test.com>  
 Fax: 123456

- Enter the employee’s information in the appropriate Fields and select “Add Contact” when completed.

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Profile Editor - Add Contact

Please review the following contact information and make changes as necessary. Click the Add Contact below to save the new contact. Required fields are marked with a red asterisk.

[Go Back](#)

Account Information

Logon:

Prefx:

First Name: MI: Last Name\*

Suffix:

Title:

Address (Line 1)\*

Address (Line 2):

Address (Line 3):

City\*

State\*

Postal Code\*

Country\*

Communication Types

Main Phone:

E-Mail:

Web Address:

Fax:

Contact Information

Receives On The Level:

Opt-Out Email:

Opt-Out Mail:

Opt-Out of Vendor Communication:

Receives The Leader:

[Add Contact](#)

- The new contact will be displayed in your roster at your home page.

Member Details

Choose from the options below to either edit your member details or add a contact. If contacts are present on your profile you may click on the contact to view and edit the details. In order to delete a contact, click on contact name below and uncheck the "Active" check box.

**NOTE:** To add a contact:

1. Select "Add Contact" under the Options category
2. Enter contact's information
3. Click "Add Contact" at the end of the page

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Options

[Edit Site's Details](#) | [Add Contact](#) | [Pay For/Renew Site's Membership](#) | [Assign Administrative Member](#)

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Company Information

Member: Test  
1234 Membership Lane  
Testington, AK  
123645

Company: Test

Member Type: Associate Member

Contacts: [Test](#), [Test \\*Prime Contact](#)  
[BOCKSL VBPBA](#)  
[Test, Testing P](#)

Main Phone: 123456  
Web Address: <http://www.test.com>  
Fax: 123456

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