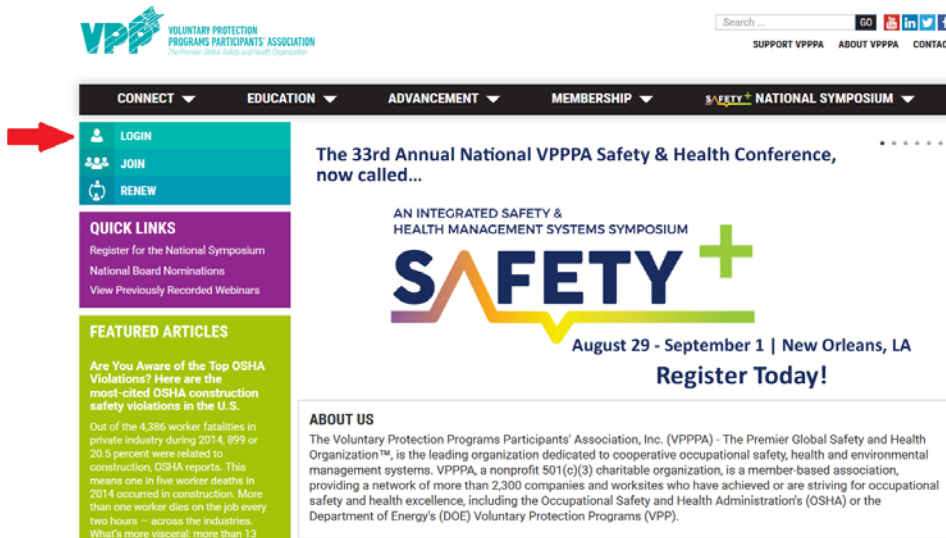
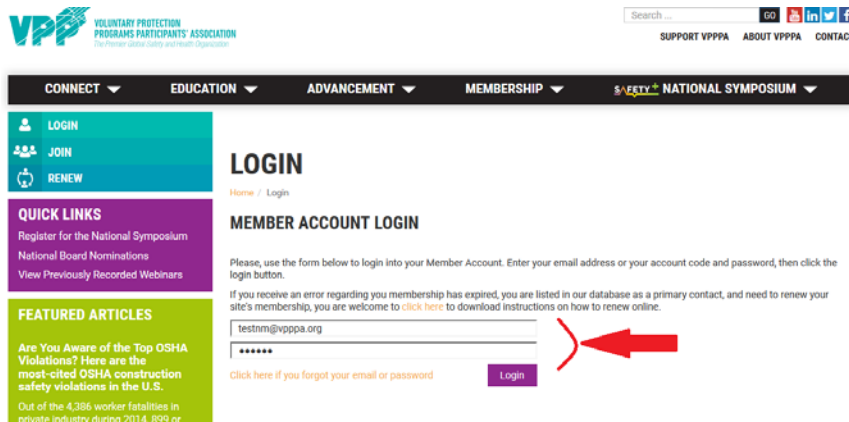


## How to Remove Contacts from your roster (Primary Contacts ONLY)

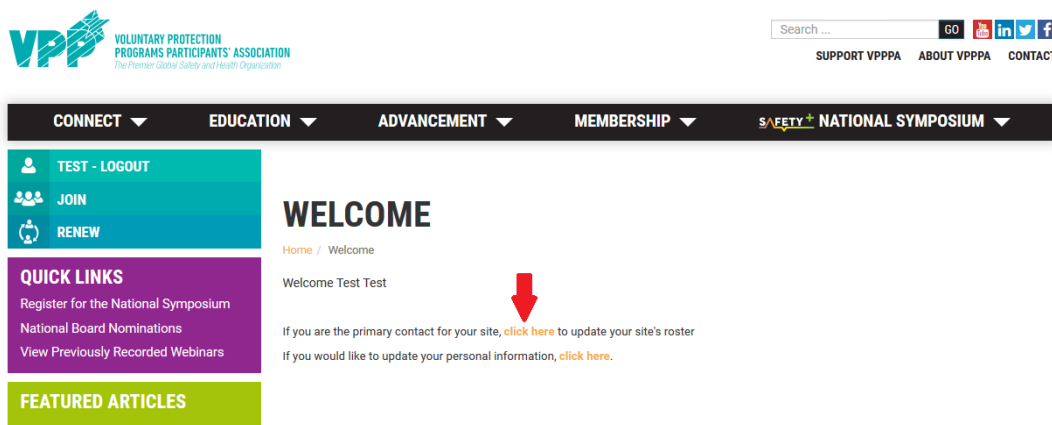
1. Click the “Log In” Button on the left side of the home screen



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 remove old contacts. Select the name of the individual you would like to remove.

**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:
- Select "Add Contact" under the Options category
  - Enter contact's information
  - 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  
[ROCKSL VPPPA](#)  
[Test, Testington P](#)

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

- Uncheck both the Logon and the Active box on this employee’s profile.

Profile Editor - Edit Contact  
 Please review the following contact information and make changes as necessary. Click the Save Changes button below to save modifications. Required fields are marked with a red asterisk.

[Go Back](#)

Account Information

Active  
 Logon  
 Prefix:   
 First Name:  M: Last Name:  P  Test  
 Suffix:   
 Title:  Membership Tester  
 Address (Line 1):  1234 Membership Lane  
 Address (Line 2):   
 Address (Line 3):   
 City:  afaafaf  
 State:  Maine  
 Postal Code:  121354  
 Country:  United States

Profile Editor - Edit Contact  
 Please review the following contact information and make changes as necessary. Click the Save Changes button below to save modifications. Required fields are marked with a red asterisk.

[Go Back](#)

Account Information

Active  
 Logon  
 Prefix:   
 First Name:  M: Last Name:  P  Test  
 Suffix:   
 Title:  Membership Tester  
 Address (Line 1):  1234 Membership Lane  
 Address (Line 2):   
 Address (Line 3):   
 City:  afaafaf  
 State:  Maine  
 Postal Code:  121354  
 Country:  United States

6. Make sure to save the changes, so that the contact will be removed.

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:

7. On your homepage, you will now see that the contact has been removed from your roster.

The screenshot shows the VPPPA member profile page. At the top left is the VPPPA logo: "VPPPA VOLUNTARY PROTECTION PROGRAMS PARTICIPANTS' ASSOCIATION The Premier Global Safety and Health Organization". To the right is a search bar with a "GO" button and social media icons for YouTube, LinkedIn, Twitter, and Facebook. Below these are links for "SUPPORT VPPPA", "ABOUT VPPPA", and "CONTACT". A black bar obscures the top part of the profile. A link "Logout As Test, Test?" is visible. The "Member Details" section contains instructions on how to edit or delete contacts. The "Options" section has links for "Edit Site's Details", "Add Contact", "Pay For/Renew Site's Membership", and "Assign Administrative Member". The "Company Information" section displays member details for "Test", including address, company name, and member type. A red circle highlights the "Contacts: Test, Test \*Prime Contact ROCKSI, VPPPA" line.

Member: Test  
1234 Membership Lane  
Testington, AK  
123645

Company: Test

Member Type: Associate Member

Contacts: Test, Test \*Prime Contact  
ROCKSI, VPPPA

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