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 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.
4. 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.

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

6. 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

Options
Edit Site’s Details | Add Contact | Pay For/Reinew Site’s Membership | Assign Administrative Member

Company Information

Member: Test
1234 Membership Lane
Testington, AK
12345

Company: Test

Member Type: Associate Member

Contacts:
Test, Test *Prime Contact

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