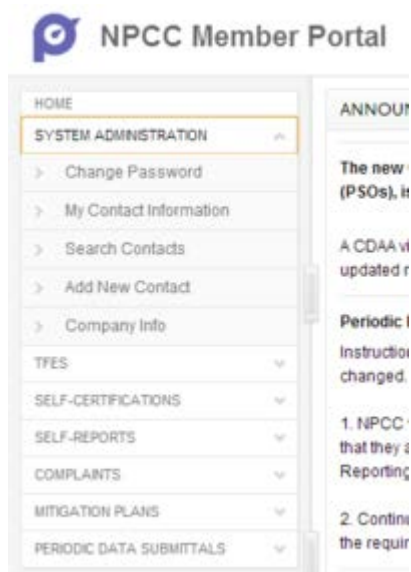


Contacts

A contact is a user within the [CDAA](#).

Adding Contacts

1. Click **System Administration > Add New Contact**



2. Enter the required information and assign [Roles](#).

ADD NEW CONTACT: () NEW

SAVE CANCEL CHANGES

PERSONAL INFORMATION (* DENOTES REQUIRED FIELDS)

Account Status:

User Name: *

First Name: *

Last Name: *

Title: *

Telephone: *

Alternate Telephone:

Fax:

Email: *

MAILING ADDRESS ☰

Address Line 1: *

Address Line 2:

City: *

Country: * United States

State: * -- Select --

Zip: *

SHIPPING ADDRESS ☰

Same as Mailing Address: Same as Mailing Address

Shipping Address 1:

Shipping Address 2:

Shipping City:

Shipping Country: -- Select Shipping Country --

Shipping State: -- Select --

Shipping Zip:

PORTAL ENTITY PERMISSIONS		
Entity	Roles	Delete
A Test Company	<input type="checkbox"/> [EA] Entity Administrator <input type="checkbox"/> [CC] Compliance Contributor <input type="checkbox"/> [CV] Compliance Viewer <input type="checkbox"/> [TFEC] TFE Contributor <input type="checkbox"/> [TFEV] TFE Viewer <input type="checkbox"/> [AuthS] Authorized Signatory <input type="checkbox"/> [BASIC] Basic User	Delete Delete
<input type="button" value="ADD NEW ROW"/>		
CONTACT TYPES		

More information about roles can be found under [CDAAs_Roles_and_Contact_Types](#).

Searching for Contacts

1. Click **System Administration > Add New Contact**

NPCC Member Portal

- HOME
- SYSTEM ADMINISTRATION**
 - > Change Password
 - > My Contact Information
 - > Search Contacts
 - > Add New Contact
 - > Company Info
- TFES
- SELF-CERTIFICATIONS
- SELF-REPORTS
- COMPLAINTS
- MITIGATION PLANS
- PERIODIC DATA SUBMITTALS

ANNOUNCEMENTS

The new (PSOs), it

A CDAAs updated r

Periodic I

Instruction changed.

1. NPCC that they Reporting
2. Continue the requir

- By default the results will be for the current entity, enter search terms and click **Search**

The screenshot shows the NPCC Member Portal interface. On the left is a navigation menu with categories like HOME, SYSTEM ADMINISTRATION, TFES, SELF-CERTIFICATIONS, SELF-REPORTS, COMPLAINTS, MITIGATION PLANS, and PERIODIC DATA SUBMITTALS. The main content area is titled 'CONTACT SEARCH' and includes buttons for 'SEARCH', 'NEW CONTACT', and 'EXPORT'. Below these are search criteria fields for 'Last Name', 'First Name', 'Contact Types', and 'Roles'. The 'CONTACT SEARCH RESULTS' section displays a table with columns for 'Last Name', 'First Name', 'User Name', 'Email', 'Telephone', 'Fax', and 'Address'. Each row has a 'Select' link. At the bottom, it shows 'RPP: 100' and 'Showing 1 to 4 of 4 entries'.

	Last Name	First Name	User Name	Email	Telephone	Fax	Address
Select							
Select							
Select							
Select							

- You can also **Export** the list of contacts or create a New Contact from this screen