

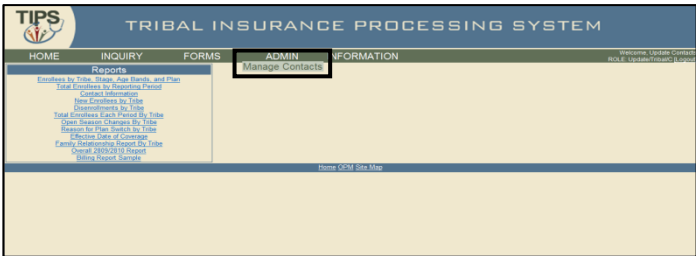
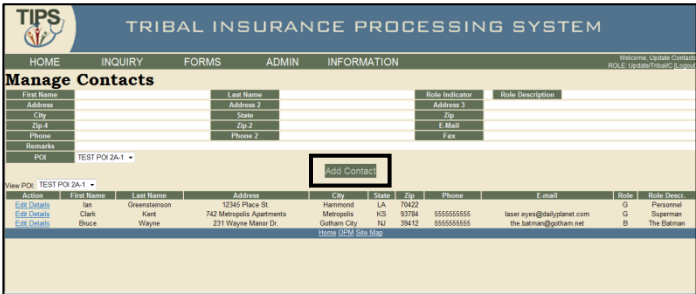


Tribal Employer Job Aid

Managing Contacts in TIPS

Maintenance Contact

The Tribal Employer Maintenance Contact is responsible for updating contact information for all authorized contacts in TIPS. Each Tribal Employer will have two maintenance contacts. The chart below outlines the step-by-step process for adding and editing contact information.

Step	Action
1	Login to the TIPS web portal with username and password 
2	Select the Manage Contacts button 
3	Input contact's information in all listed fields and click add contact 
4	Click edit details in order to edit an existing contact 