**Change Address**

1. Click Services tab
2. Select participant
3. Click on Application
4. Family Members: Select Family Information (font is blue)
5. Scroll address information
6. Click Change Living Address (Font is blue)
7. Select Add New Address
	1. Started Living at Address: enter date family moved
	2. Living Address: enter new address information
8. Living Address Notes: enter why updating the address
9. Be sure to click Save when finished

**Change Phone Number**

1. Click Services tab
2. Select participant
3. Click on Application
4. Family Members: Select the family member whose phone number being added or changed
5. Scroll to locate phone information
6. Click Add Phone Number, Edit, or delete
7. Make additions/ corrections
8. Click Save

**Update Email**

1. Click Services tab
2. Select participant
3. Click on Application
4. Family Members: Select the family member whose email being added or changed
5. Scroll to locate E-Mail information
6. Enter email address
7. Click Save

1/23