How to update contact information using the GLCVB Extranet

Select "Member Record" to view your account details. Each tab (outlined below) contains additional information specific to your account.

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CONTACTS -

The contact type options are:

- **Primary** contacts receive all Bureau correspondence.
- Secondary may be used for all other active contacts at your property.
- **Other** reflects contacts that may attend GLCVB events on occasion but are not typically involved with Bureau business for your property. These contacts will not receive invites/emails directly from the GLCVB.
- Inactive will deactivate the contact and their login to the Extranet.

To add a new contact – click the "Add New Contact" button from the Contacts tab (shown in above screenshot) Any fields in **red** must be filled in or you will be unable to save your changes. Additional fields may be changed to require in the future.

Note regarding Member Email Addresses: Shared email addresses refer to any 2 individuals using an identical email address. . Each user must have an email address unique to them because it is also your username for the system. Jack AND Jill can't both use <u>JacknJill@nurseryrhymes.com</u> because the system won't know if it is Jack OR Jill logging in.

		SAVE SAVE & NEW	CONTACT CANCEL					
		Colored field	s are required.					
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Department:			Title:					
Preferred Method:	None 💌		Email:		Send			
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Children:		specific to them. Shared	fic to them. Shared email					
Gender:	Gender: O Male O Female addresses can not be used. Spouse:							
	(547) 407 0077	Phone/Fa	x Numbers					
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Cell:			Fax:	ext.	Send			
Home:		The "Send" checkbox is ju	ust to let us know it is ok t	to send emails and or faxes to y	ou.			
		Address I	nformation					
Ph	ysical	Bi	ling	Shippin	9			
Use: Acco	unt: Physical 💌	Use: Accou	int: Billing 💌	Use: Account:	Shipping 💌			
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Line 3:	somewher	e other than your physical lo to "Custom"- NOTE: you can	cation by changing this	Line 3:				
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Zip/Postal Code: 4891	2			Postal Code: 48912				
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/ 🖻 3852	Beth Hoschne	<u>u</u> Sales	Coordinator		(517) 487-0077 Secondary			

Make any changes necessary and click save.