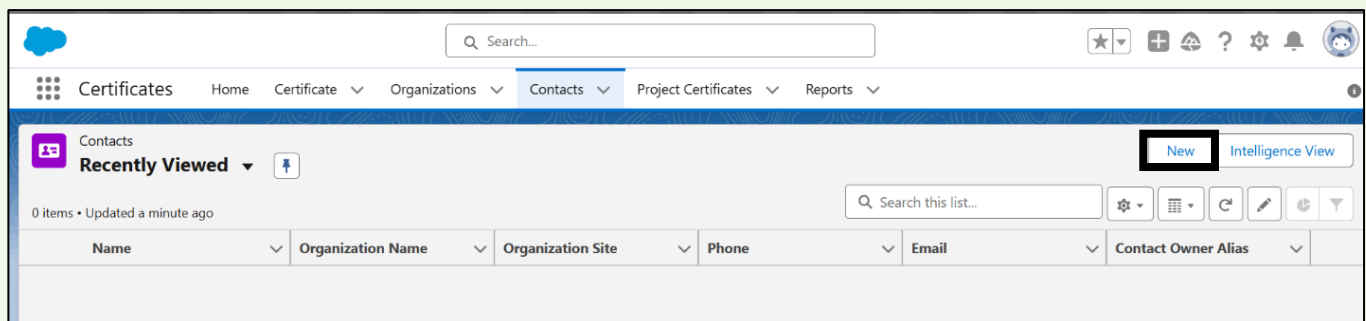


Adding Contacts to an Organization

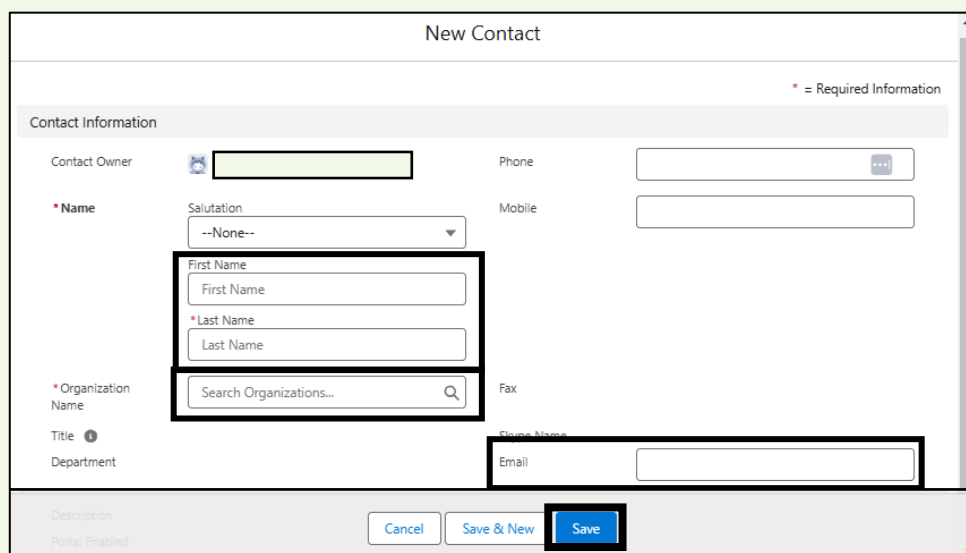
In order to ensure data, information security and integrity of our systems, the FSC Connect team requires that all support requests sent to connect@fsc.org are submitted by or through contacts who are registered in FSC database (Salesforce). This means that the requestor for IT Support must have an existing contact record present under the organization.

To create contact for an organization, please follow the steps below.

1. On Salesforce navigate to **Contacts** section.



2. Enter the following information under the **Contact Information section** of the page as required.
 - Enter the **First Name, Last Name**.
 - If you are adding a contact for an organization the related **Organization Name** is automatically populated.
 - Enter the **Email address**.



3. Click **Save** - to save contact details and display the created contact.