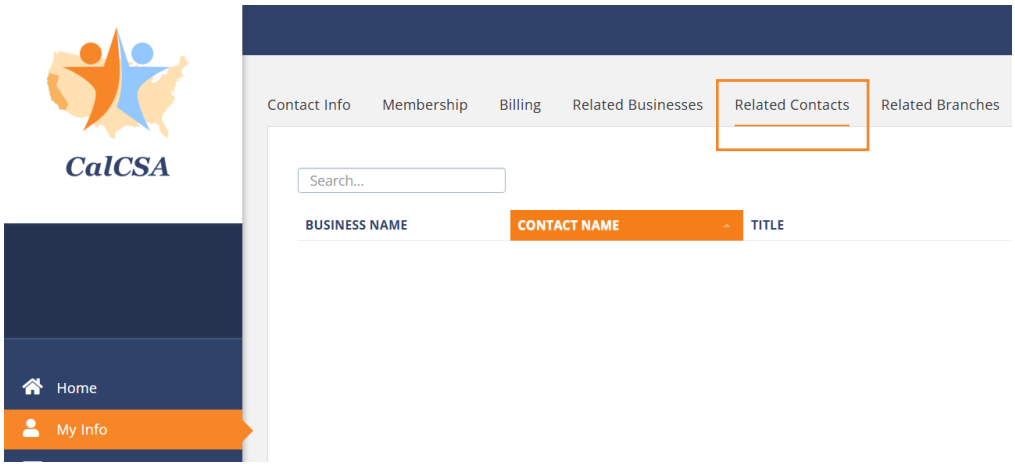
+1 (916) 446-6700
PO BOX 162362, Sacramento, CA 95816

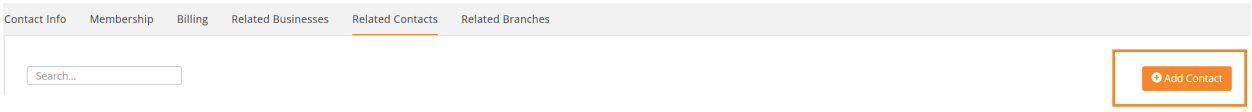
# HOW TO ADD/EDIT CONTACTS IN YOUR ORGANIZATION

Only Billing Administrators have access to add, edit, or delete contact information.

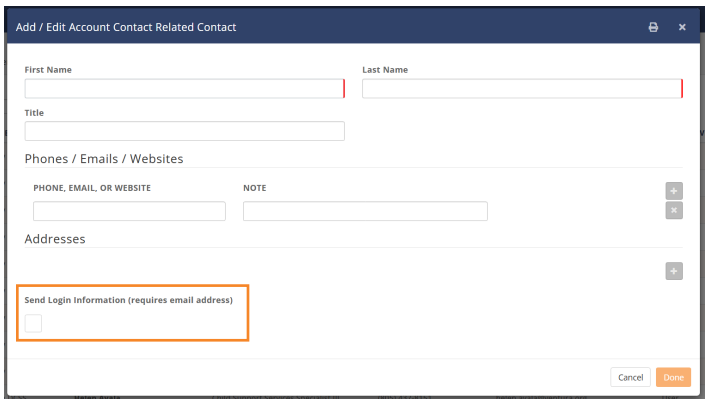
1. Log in to your CalCSA account
   - Go to California Child Support Association- CalCSA
   - Click on Log in on the top right
2. Click **My Info** in the left-hand navigation, then click **Related Contacts**



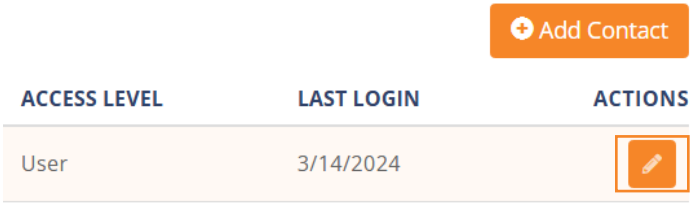

3. To add a contact: Click the **Add Contact** button in the top right.




   - Enter contact information
   - Check the box **Send Login Information (requires email address)** to create the account



4. To edit or delete a contact, click on **Edit** button on the right of the contact in the **Actions** column.




- Fill out the information or
- Delete the contact

5. Click **Done**