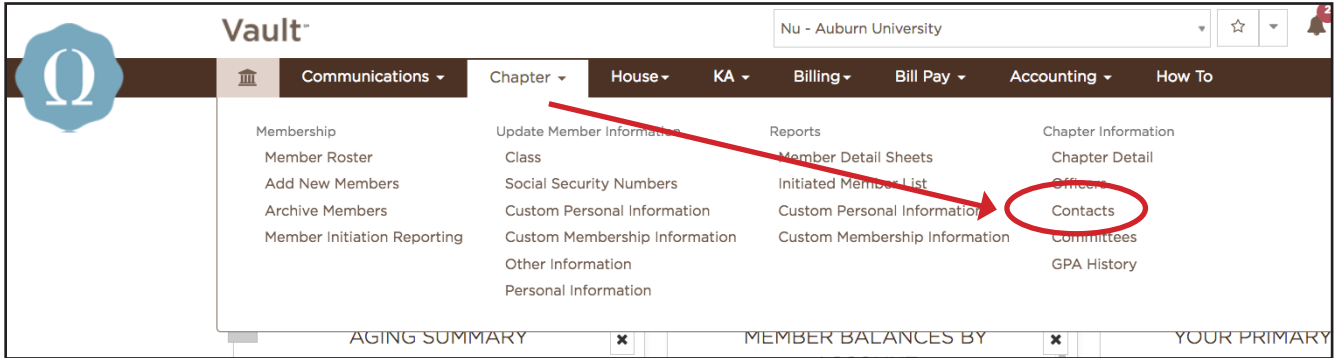
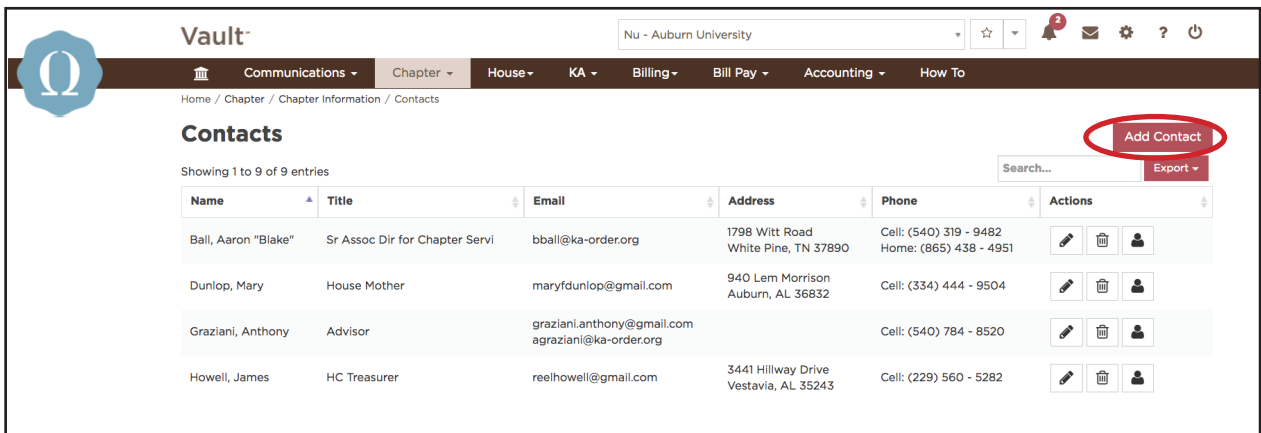


## HOW IT WORKS

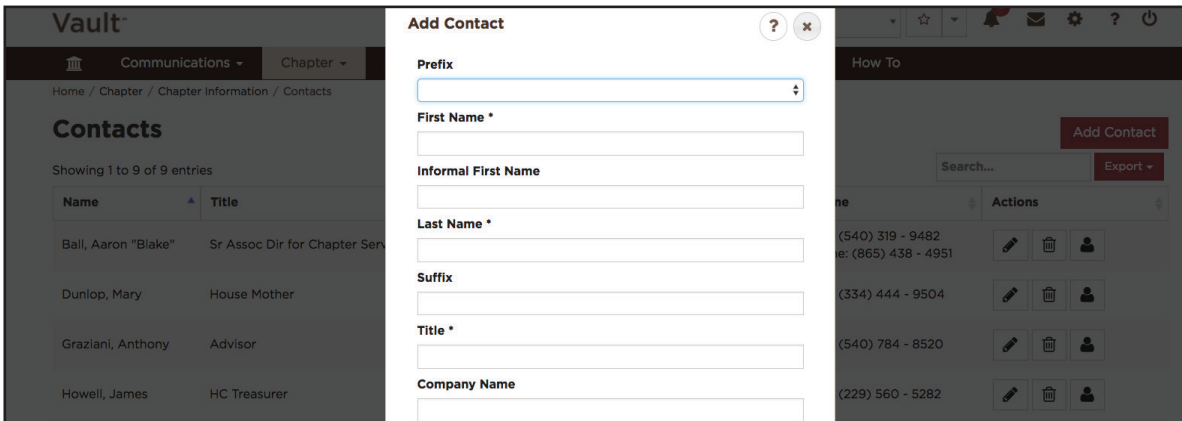
Add/Edit a new Contact via Vault > Chapter > Contacts



### 1. Select 'add contact'



### 2. Add contact information as needed. OmegaFi recommends at least one email address per contact. Click the red "Create Contact" button.



See the "Add/Edit Vault Users" flyer to grant Vault access to officers.