

How To Amend Contacts Guide 2025

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01

Log onto the **Member portal** and:

### Click 'Add Contacts'

under Quick Links

To ensure we can reach you, we recommend having at least TWO principal contacts.



How To Amend Contacts Guide 2025

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02

Click 'ADD'

to add a new contact (see Page 3).

HOME / ADD CONTACTS

Click the **PENCIL ICON** to edit a contact (see Page 4)

ADD Name 1 Email Telephone Job Title Contact Type : John Smith john.smith@company.com Sales Executive Principal contact Jane Doe jane.doe@company.com Invoicing contact Technician **2 2 3** 1 - 12 of 12 items 💍

# O3 ADDING A NEW CONTACT

## Complete contact detail fields

### **Main Contact Types:**

- Principal Contact: receive all RJC communication including annual membership renewal and invoicing.
- Invoicing Contact: receives only communication related to the annual membership renewal & invoicing.

#### **Contact Role:**

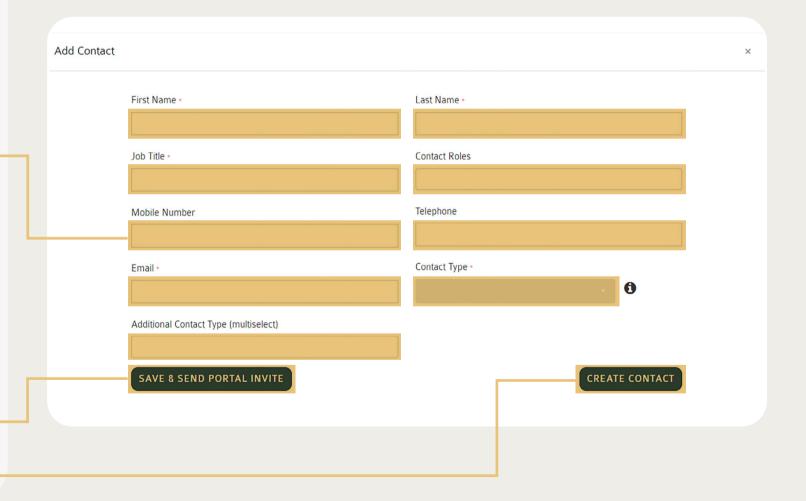
#### Annual General Meeting (AGM) Contact:

Each member must select **ONE** contact to receive communications regarding board election nominations and voting. The results are announced at the AGM.

Please note that members must be in good standing to participate in board nominations and/or voting.

If you wish for the contact to have access to the Member Portal, please click 'SAVE & SEND — PORTAL INVITE' to request a portal invitation.

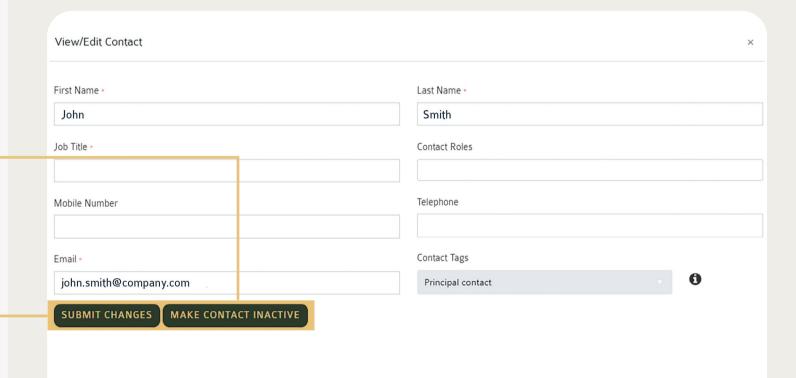
If the contact does not require access to the Member Portal, please click '**CREATE CONTACT**'.



# O4 EDITING A CONTACT

If you wish to delete the contact, click 'MAKE CONTACT INACTIVE'.

If you wish to update a pre-existing contact's details, update the relevant fields and click 'SUBMIT CHANGES'.















For more details: membership@responsiblejewellery.com

Office 3, 3rd Floor Hind House, 2-3 Hind Court, London EC4A 3DL

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