

# HOW TO AMEND CONTACTS VIA THE PORTAL



RESPONSIBLE  
JEWELLERY  
COUNCIL



# 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.

## QUICK LINKS








 <b>GET STARTED</b> Break down your certification journey into manageable steps <a href="#">START</a>	 <b>BRAND GUIDELINES</b> Spread the word about responsible jewellery through our brand assets. <a href="#">READ</a>	 <b>LIBRARY</b> Access toolkits, training, standards, guidance and marketing materials. <a href="#">SEARCH</a>
 <b>MARKETING TOOLS</b> For certified members only: find and personalise marketing resources <a href="#">SEARCH</a>	 <b>ADD CONTACTS</b> Add marketing and finance contacts. <a href="#">ADD</a>	 <b>CERTIFICATES</b> View and download your current and past membership certification. <a href="#">VIEW</a>
 <b>INVOICES</b> View and manage your invoices. <a href="#">VIEW</a>	 <b>MY PROFILE</b> See and manage your own contact information and profile. <a href="#">MANAGE</a>	 <b>COMPANY ACCOUNT</b> Manage your company account and contact details. <a href="#">MANAGE</a>

## 02

Click 'ADD'  
to add a new contact (see Page 3).

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

HOME / ADD CONTACTS

+ ADD						
	Name ↑	Email	Telephone	Job Title	Contact Type	
	John Smith	john.smith@company.com		Sales Executive	Principal contact	
	Jane Doe	jane.doe@company.com		Technician	Invoicing contact	
						
						
						
						
						

1 items per page 1 - 12 of 12 items

## 03

ADDING  
A NEW CONTACTComplete  
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**'.

## Add Contact



First Name \*

Last Name \*

Job Title \*

Contact Roles

Mobile Number

Telephone

Email \*

Contact Type \*



Additional Contact Type (multiselect)

SAVE &amp; SEND PORTAL INVITE

CREATE CONTACT

# 04

## 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**'.

View/Edit Contact

First Name \*

John

Last Name \*

Smith

Job Title \*

Contact Roles

Mobile Number

Telephone

Email \*

john.smith@company.com

Contact Tags

Principal contact

SUBMIT CHANGES

MAKE CONTACT INACTIVE



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For more details: [membership@responsiblejewellery.com](mailto:membership@responsiblejewellery.com)

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