

## Modifying Contact Information in AIS

The Attorney Information System allows users to Add, Delete and update the contact information on the My Profile > Personal Details page. *\*All contact information shown is for example purposes only.*

Follow these steps to Add, Delete and update your contact information in AIS:

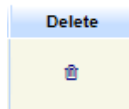
1. **To ADD:** *Information added that is designated as "Primary" is used for mailings, notices and 1<sup>st</sup> contact.*

- a. Select the **plus (+)** buttons above the *Contact Information* section of the screen to add a physical address, phone number, fax number or email address.
  - i. The Add box will display to complete and Save.

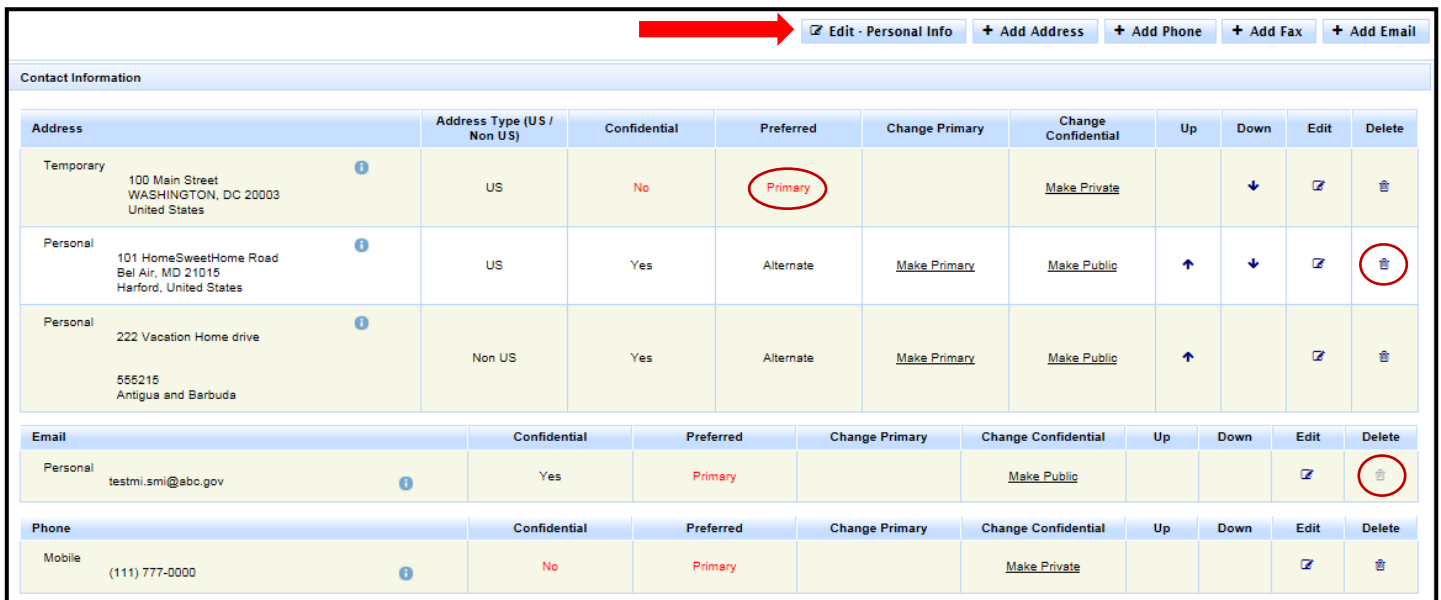


2. **To DELETE:** *If only a single Mailing or Email Address is listed, the trashcan icon will be grayed out and not available. AIS will not allow the deletion of this address information if only one is listed. Primary Address information is used for mailings and notices.*

- a. Select the trashcan icon in the Delete column of the information to be deleted.



(\*A delete reason is required then proceed.)




3. **To UPDATE:** *There are a few ways to update contact information in AIS.*

a. **Designate existing contact information as Primary or Alternate.**

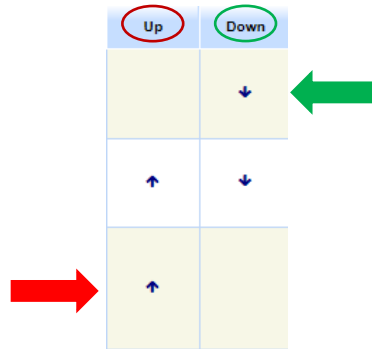
- i. Select the Make Primary link in the Change Primary column to designate Alternate information as Primary information.

Preferred	Change Primary
Primary	
Alternate	<u>Make Primary</u>



- ii. Select the up or down arrows to move the contact information into the Primary (1<sup>st</sup>) or Alternate positions on the screen.

Up	Down
	↓
↑	↓
↑	



b. **Designate existing contact information as Confidential (YES) or Not Confidential (No).**

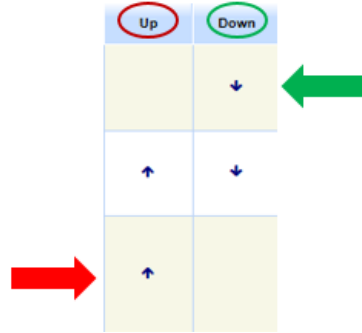
(Note: Information designated as non-confidential public information may be displayed to the public on the Maryland Attorney Listing on the MDCOURTS.GOV/Lawyers page.)

- i. Select the Make Public link in the Change Confidential column to designate the information as non-confidential/public information.
- ii. Select the Make Private link in the Change Confidential column to designate the information as confidential information.

Change Confidential
<u>Make Public</u>
<u>Make Private</u>

**c. Designate the display order of multiple entries of the same type of contact information listed.**

- i. Select the up or down arrows to move the contact information position in the list up or down on the screen. (**Note:** If alternate data is moved into the Primary (1<sup>st</sup>) or position on the screen it will change the preference to “Primary”).



**d. Update existing content.**

- i. Select the edit icon in the Edit column adjacent to the item that needs to be updated.

<a href="#">Edit - Personal Info</a> <a href="#">+ Add Address</a> <a href="#">+ Add Phone</a> <a href="#">+ Add Fax</a> <a href="#">+ Add Email</a>									
Contact Information									
Address	Address Type (US / Non US)	Confidential	Preferred	Change Primary	Change Confidential	Up	Down	Edit	Delete
Temporary 100 Main Street WASHINGTON, DC 20003 United States	US	No	Primary		<a href="#">Make Private</a>		↓		
Personal 101 HomeSweetHome Road Bel Air, MD 21015 Harford, United States	US	Yes	Alternate	<a href="#">Make Primary</a>	<a href="#">Make Public</a>	↑	↓		
Personal 222 Vacation Home drive 555215 Antigua and Barbuda	Non US	Yes	Alternate	<a href="#">Make Primary</a>	<a href="#">Make Public</a>	↑			
Email	Confidential	Preferred	Change Primary	Change Confidential	Up	Down	Edit	Delete	
Personal testmi.smi@abc.gov	Yes	Primary		<a href="#">Make Public</a>					
Phone	Confidential	Preferred	Change Primary	Change Confidential	Up	Down	Edit	Delete	
Mobile (111) 777-0000	No	Primary		<a href="#">Make Private</a>					

- ii. The appropriate edit window will open to allow the data to be updated.
  1. Select the Save button to save your changes.
  2. Changes will be reflected immediately on the screen.

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