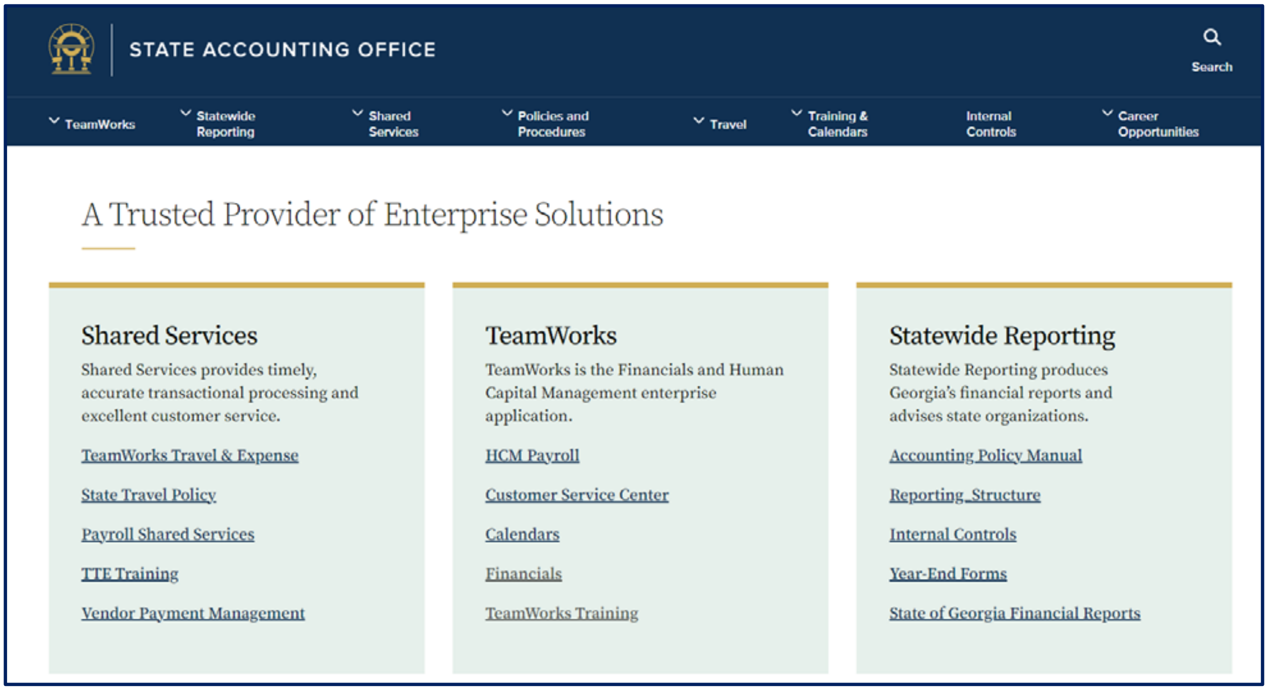
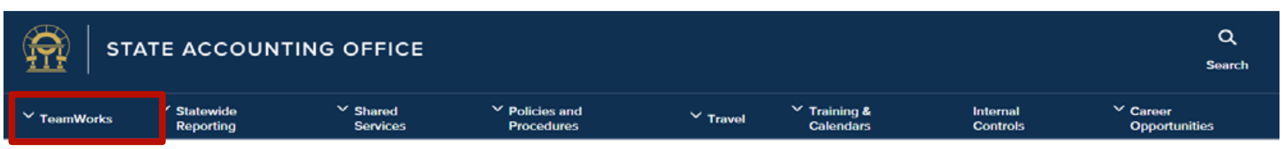
Submitting an Agency Contact Form

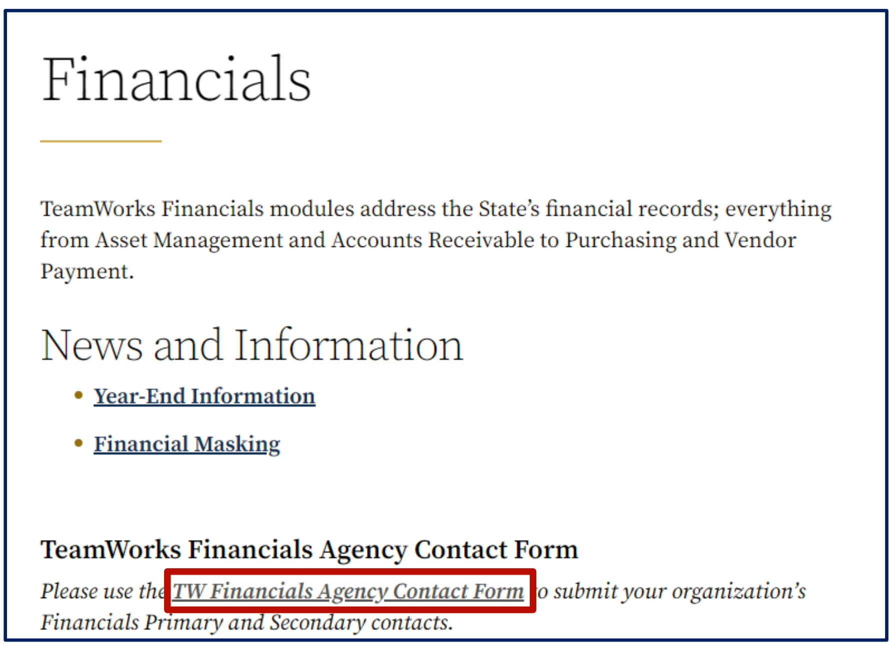


Step	Action
1.	Starting from the Georgia State Accounting Office Home Page.

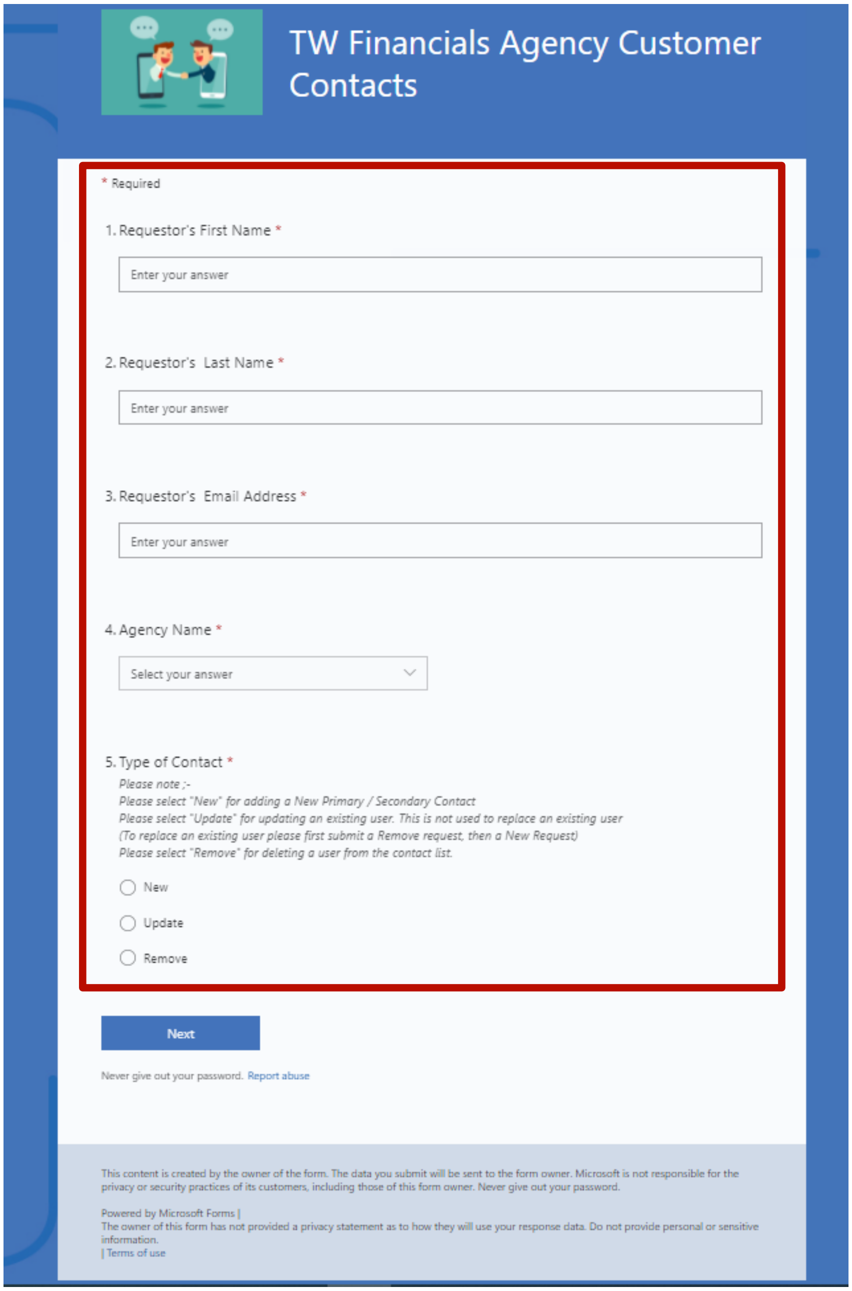


Step	Action
2.	Begin by navigating to the TeamWorks Financials page. Click the **TeamWorks** link.

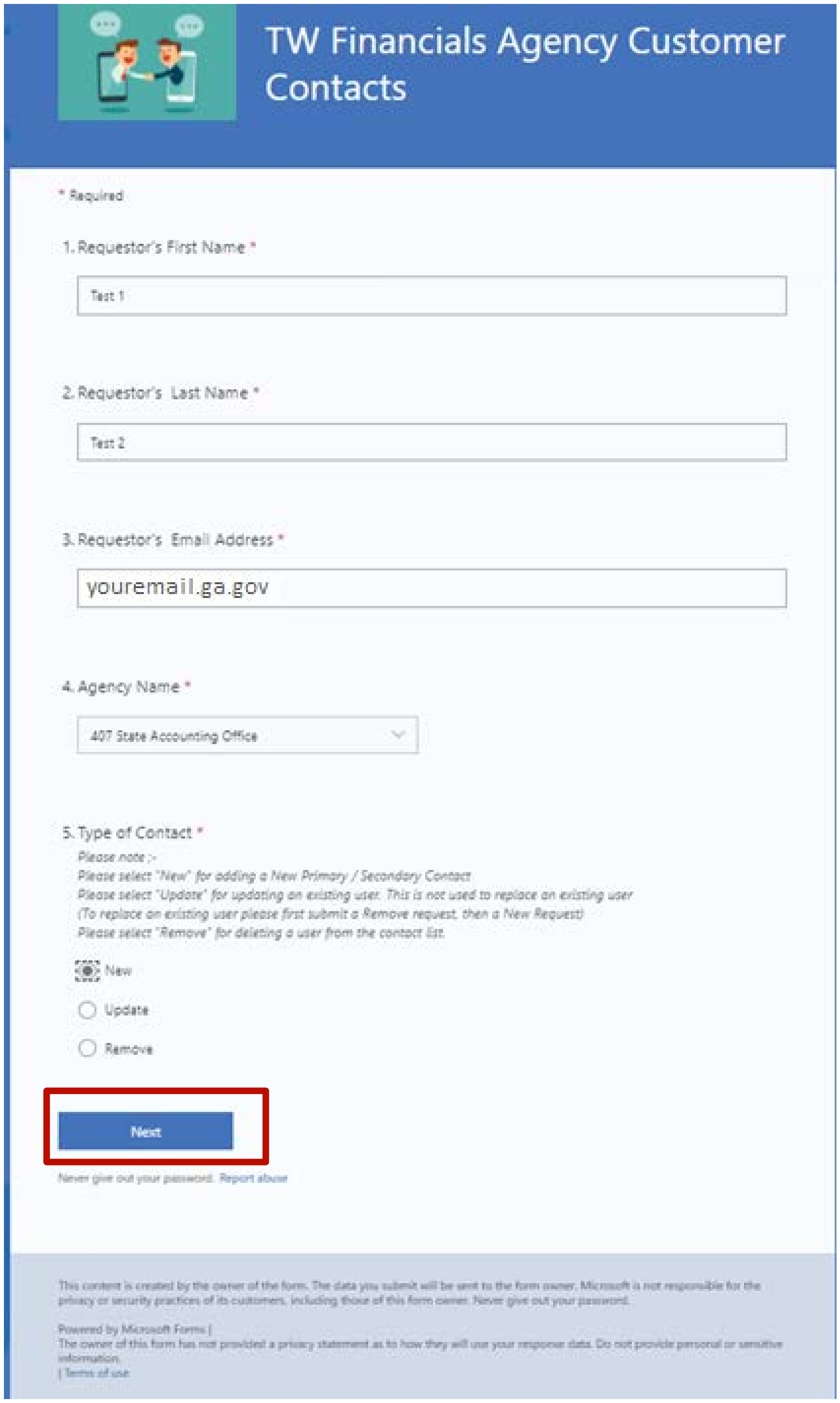
Step	Action
3.	Click the **Financials** link.



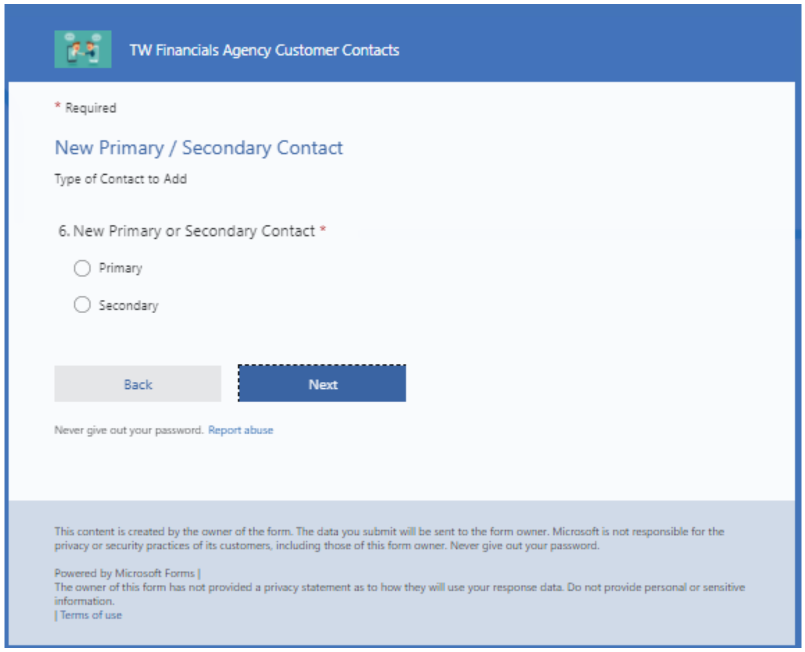
Step	Action
4.	Click the **TW Financials Agency Contact Form** link.



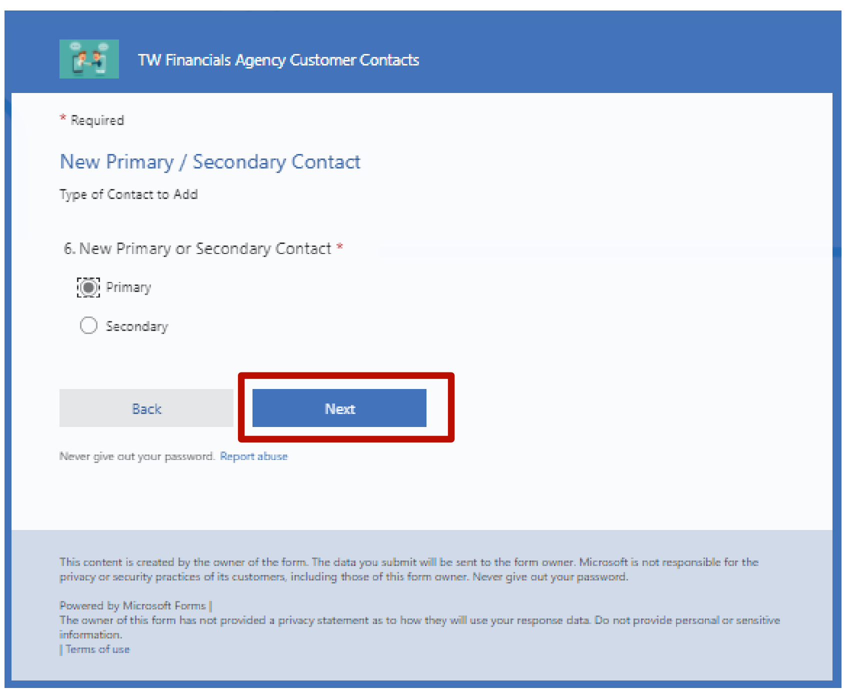
Step	Action
5.	**Note**: All required field are denoted with a ***red*** asterisk. Enter the following information: • **Requestor First Name** • **Requestor Last name** • **Requestors Email Address** • **Agency Name** • **Type of Contact**



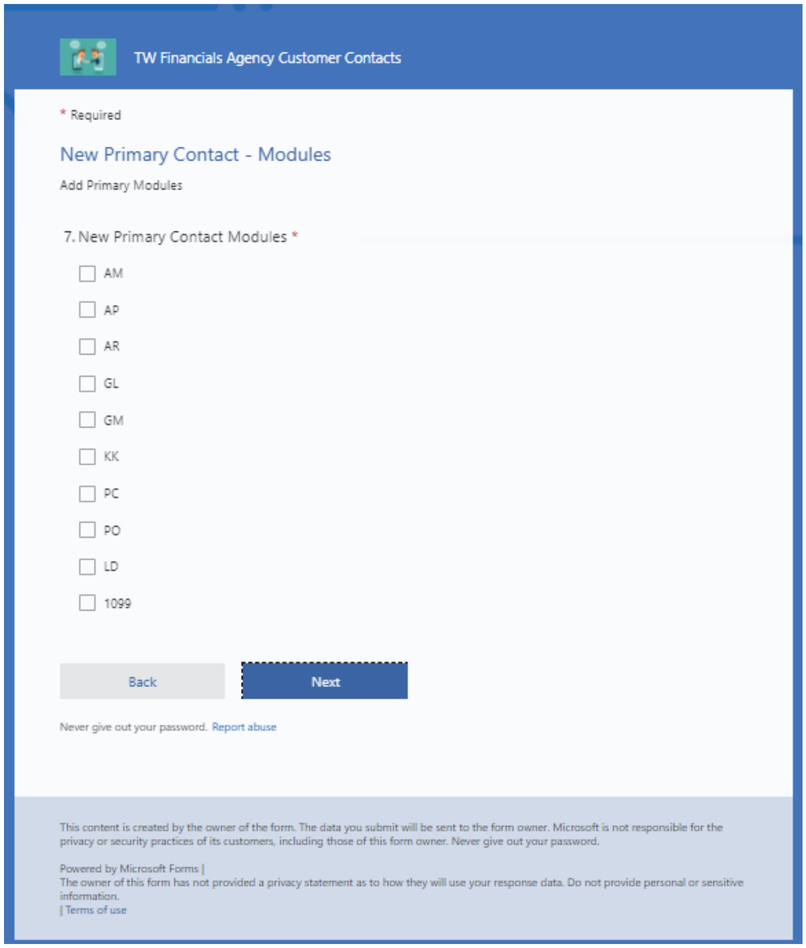
Step	Action
6.	Click the **Next** button.



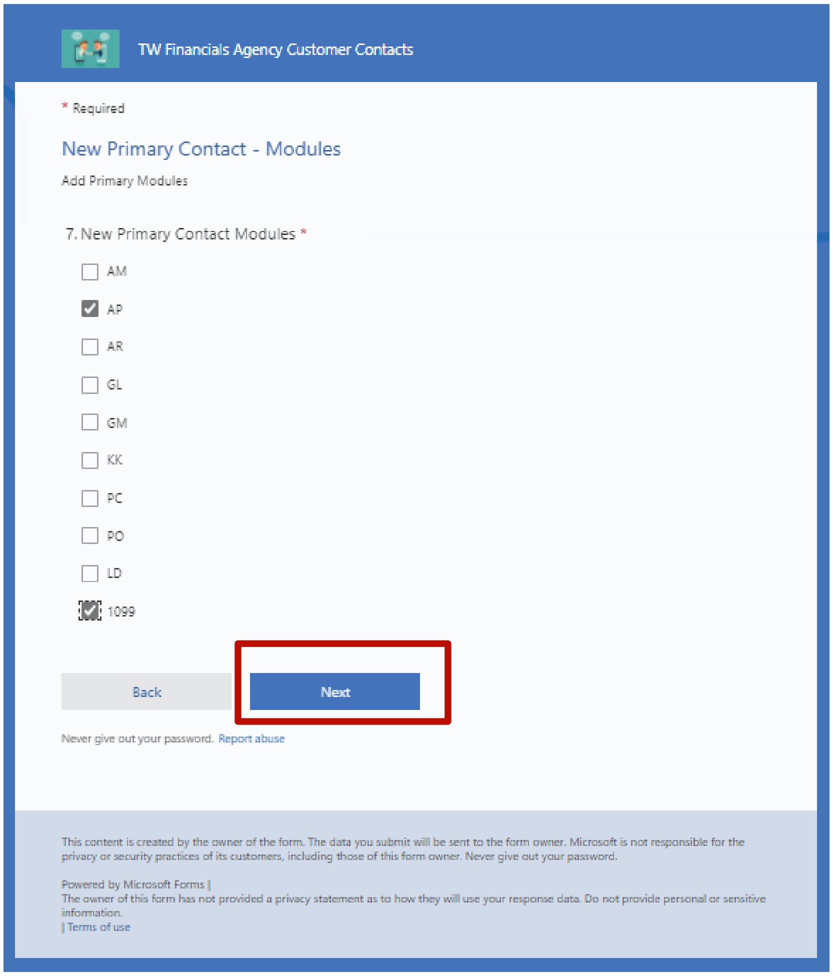
Step	Action
7.	Select the appropriate **New Primary/Secondary Contact**. Select: • Primary or • Secondary



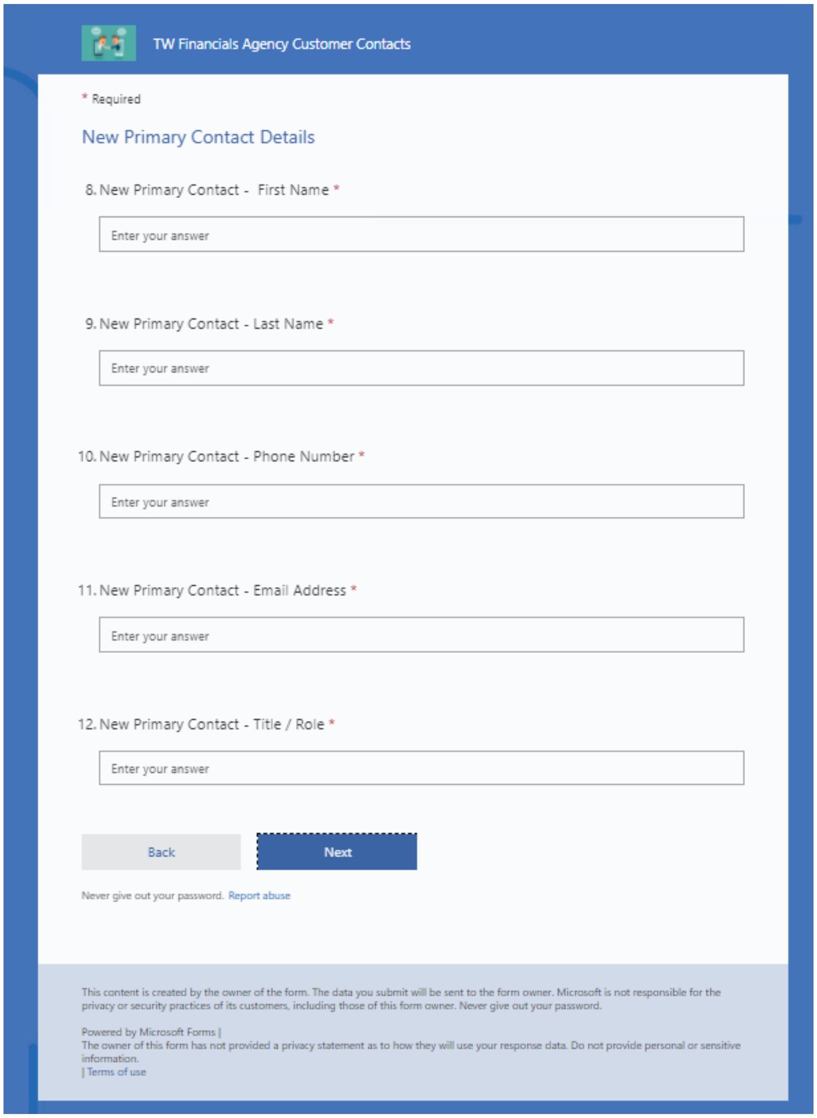
Step	Action
8.	Click the **Next** link.



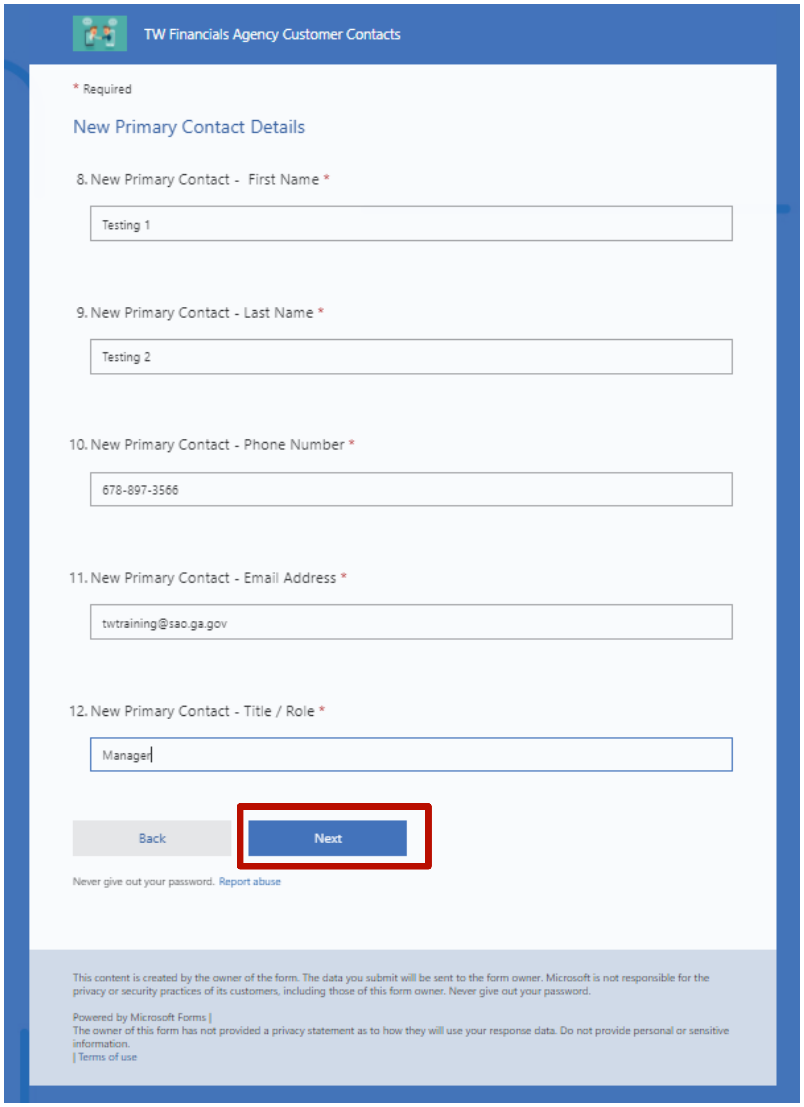
Step	Action
9.	**Note:** This information is based on if the user is being entered as a Primary or Secondary contact. Select the appropriate **Contact Module(s)** fields.



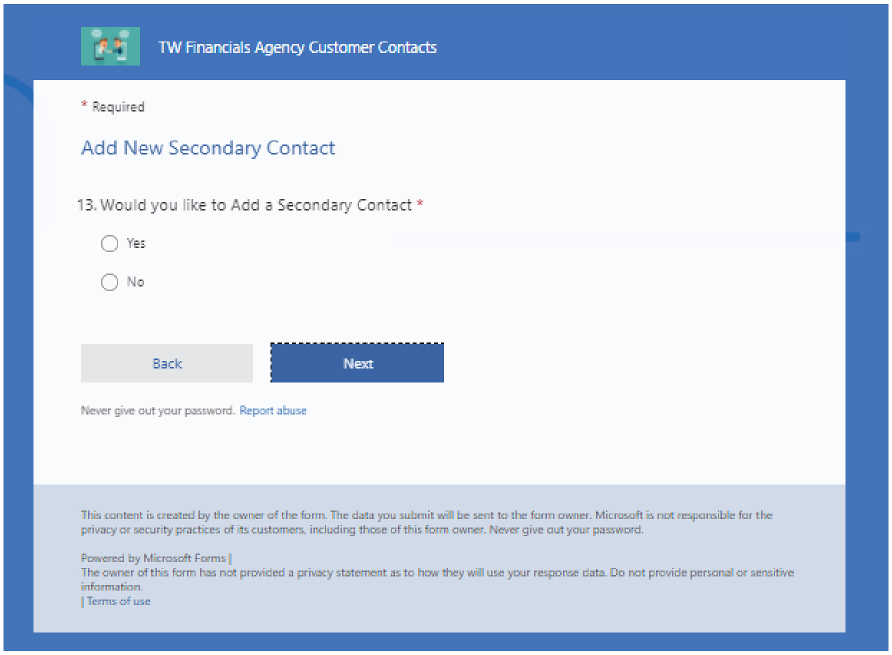
Step	Action
10.	Click in the **Next** field.



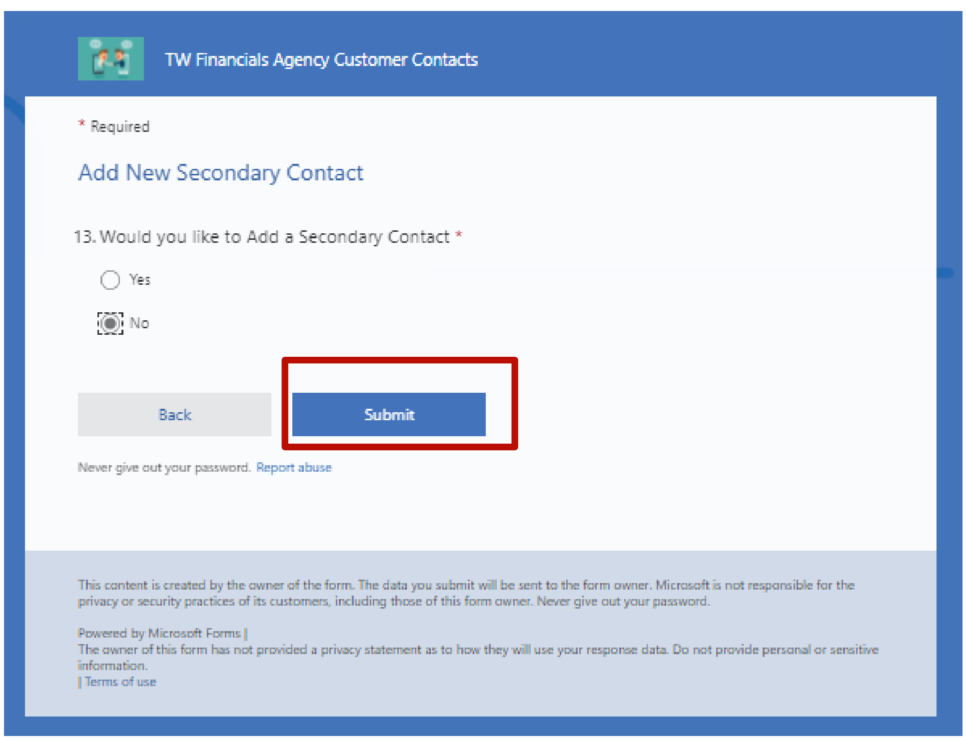
Step	Action
11.	**Note:** This information is based on if the user is being entered as a Primary or Secondary contact. Enter the Contact Details. Complete the required fields: • **New Primary - Contact First Name** • **New Primary - Contact Last Name** • **New Primary – Phone Number** • **New Primary – Email Address** • **New Primary Contact – Title/Role**



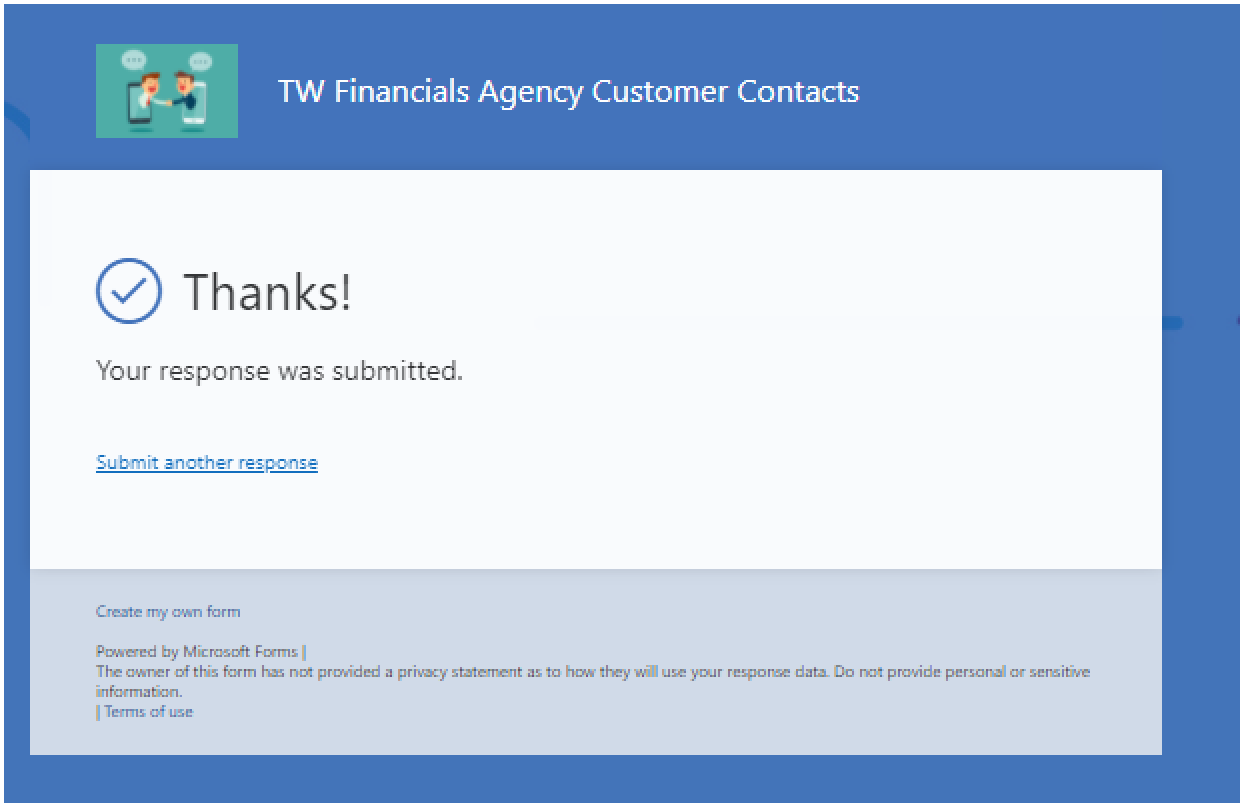
Step	Action
12.	Click the **Next** button.



Step	Action
13.	Select the appropriate response if a secondary contact is being added. Select: • Yes or • No



Step	Action
14.	Note: If the user selects "Yes", the secondary's contact is also ***required*** to be entered. Click the **Submit** button.



Step	Action
15.	**Congratulations!** You have completed submitting a new agency customer contact. **End of Procedure.**