

Contacts:

1. To add a new Contact, click the “Add New Contact” button
 - a. If you add a new contact and they need access to the extranet, you will need to contact your representative at the Greater Newark CVB to determine the level(s) of access this person should receive.
2. To update an existing contact record, edit the contact by clicking the edit/pencil icon to the left of the contact. Required fields are in red.
 - a. **IMPORTANT NOTE: If a contact leaves the property, you will need to edit the contact and change their “Contact Type” field to “Inactive”**

Address Information		
Physical Address	Billing Address	Shipping Address
83 Halsey Street Newark, NJ 07102 UNITED STATES	83 Halsey Street Newark, NJ 07102 UNITED STATES	83 Halsey Street Newark, NJ 07102 UNITED STATES

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[Add New Contact](#)

Filters: --Any Type--

Action	Contact ID	Contact Name	Title	Email	Phone	Type
 	38	Amanda K Smith		amanda@newarkhappening.com	(862) 902-6171	Primary

CONTACT: NEW CONTACT FOR LUXE BOUTIQUE

[Save](#) | [Save & New Contact](#) | [Cancel](#)

Colored fields are required.

Contact Information	
First/Last Name: Juliet Lopez	Account: Luxe Boutique
Full Name: Juliet Lopez	Contact Type: Primary
Department:	Title:
Preferred Method: --None--	Email: <input type="checkbox"/> Send
Assistant:	Ast. Phone:
Children:	Birthdate: --Month-- --Day--
Gender: <input type="radio"/> Male <input type="radio"/> Female	Spouse:
Phone/Fax Numbers	
Primary: (862) 902-6171 ext.	Alternate: ext.