Work with Family Accounts - Contacts

The **Contacts** section in a Family Account shows profile cards for each contact. Use the Contacts section to:
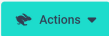
- See a caregiver's relationship to a child.
- Easily identify the **Payer** for an account.
- See contact information such as phone number, email, and address.
- Send emails to the Contact.

Access the **Family Account** from **Family Account** (left menu) > **View # Active Family Accounts**, or use the *Search* box at the top of any page in the system. The contacts in the family are listed at the bottom of the page.

Expand/Collapse All

⊙ Contacts Section

⊙ Contacts - Details Tab

⊙ Contacts - Accounts Tab

⊙ Contacts - Payment Methods Tab

To add a new Contact profile to a Family Account, use the *Actions* menu ▶ Actions ▼ on the Family Account page.