

COMWeb Help Content

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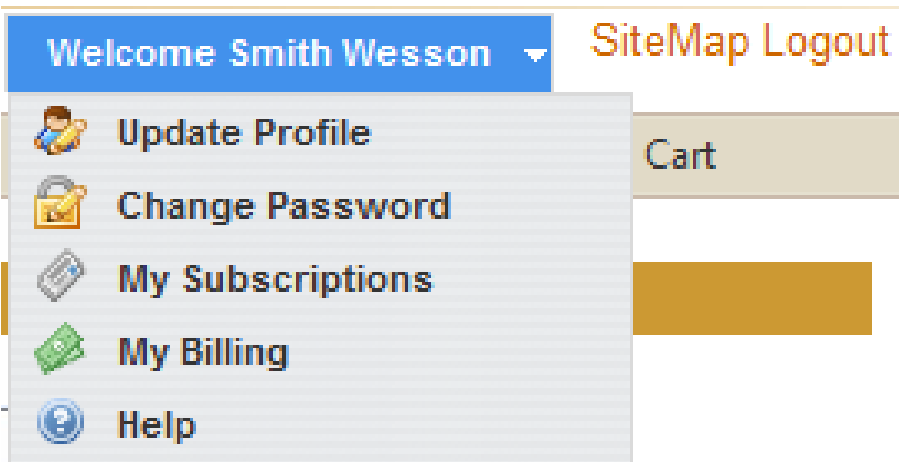
COMWeb Online Help Center:

- Go to COMWeb Help Center by using this URL: <http://help.comwebinc.net/userguide/webframe.html>
- On the right menu select the topic of choice.

Quick Reference Below

Update Profile Information:

- Select Update Profile



Update Contact Information

1. Update Email Address by selecting the “+ Add new record” under email address
2. Update Phone Numbers by selecting the icon “+ Add new record”
3. Update Names on your account by selecting “Return to Related Members”
4. Save Changes will apply the change(s) to your account. VOFP records will be updated in 48 hours.
 - o We encourage you to validate your updates look correct.
 - o VOFP Members are responsible for maintaining correct contact information on file.

Name:

Company:

Company Type:

Job Title:



Smith Wesson
Horses & Hayrides

wesson@example.com Email
hhrides@example.com Email
(555) 523 1234 Home
(555) 343 4343 Business

Main Information | Address Information | Personal/Web Info | Relationships | Membership | Notes

Email Addresses

+ Add new record 1

Email Type	Email	Primary	Secondary	Private	Suspended	Delete
Personal	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Personal	My email address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X

Telephone Numbers

+ Add new record 2

Phone Type	Area Code	Phone Number	Extension	Primary	Secondary	Private	Suspended	Delete
None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Home	302	555-1212		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X
Home	302	555-1211		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X

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