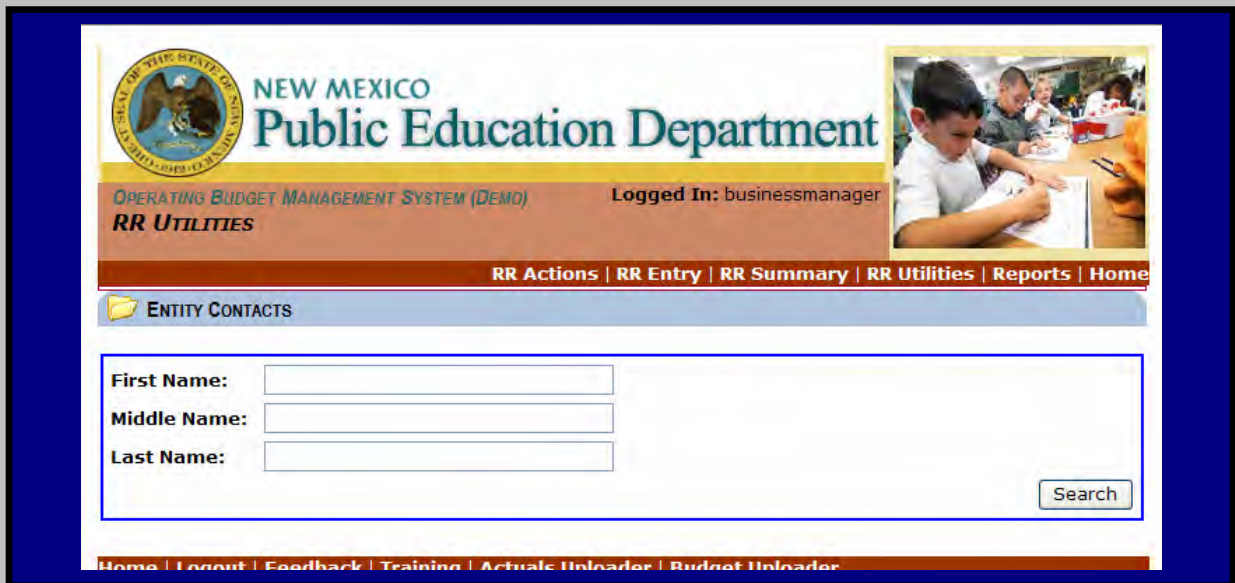
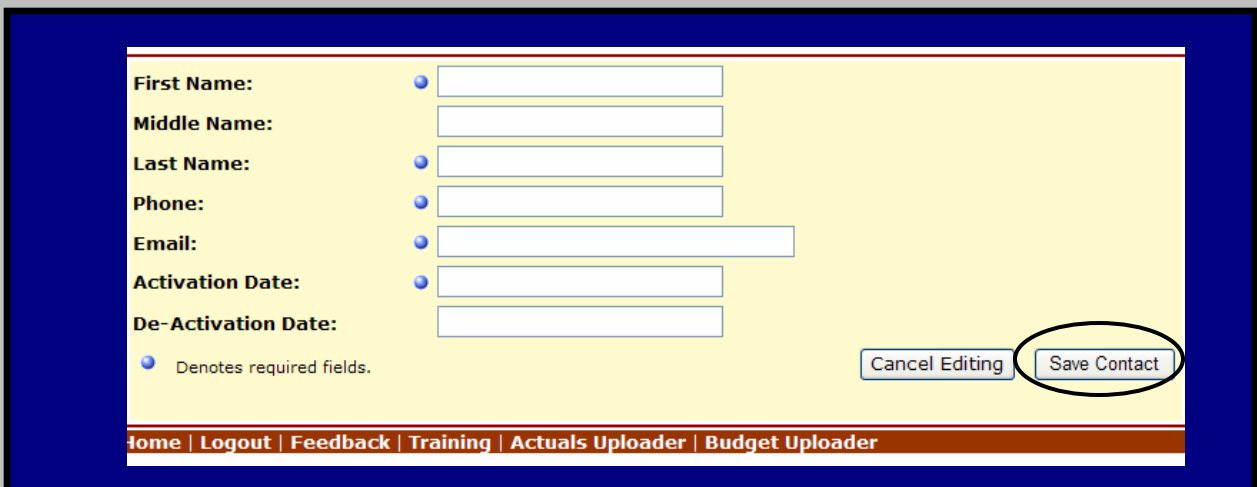


1. Click on RR Utilities to get to this screen
2. Click on Entity Contacts



3. Click on search (do not enter any information before hitting search, do a search with blank fields)
4. "Add a Contact" button will appear. Click on add a contact.
5. Fill all the required fields shown below and click on save contact.



First Name:
Middle Name:
Last Name:
Phone:
Email:
Activation Date:
De-Activation Date:

Denotes required fields.

Contact Type	Edit Entities
Actuals	
BAR	
Budget	
Grants	
Reimbursement	

- After clicking on "Save Contact" look for reimbursement at the bottom, click at the icon under edit entities next to Reimbursement.

Entities for Reimbursement type.

Contact Type	Edit Entities
Actuals	
BAR	
Budget	
Grants	
Reimbursement	

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- Click on your entity, after it highlights, click on add.
- When your entity displays on the right column, click on save.

Entities for Reimbursement type.

Contact Type	Edit Entities
Actuals	
BAR	
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