

## **Parent Portal – How to Remove a Contact**

1. Select the member's profile by going to Profile > Members > MemberName from the top navigation menu.



2. Select the Contacts tab and click the Modify/Remove Contact Relationships button.

Member Profile - Alex Atreides											
ALEX'S INFORMATION AT	eides Household Other Medical Alex's Contacts										
Member Contacts Relationship		Primary Contact?		Emergen Contact	cy Pare ? Guard	ent dian?	Auth to Pickup?				
Atreides, Paul (555) 555-1234	Father	~	۲		$\checkmark$	~	/	✓Yes No			
Atreides, Becky (555) 555-1236	Mother	$\sim$			$\checkmark$	V	/	✓Yes No			
Add Another Contact Modify/Remove Alex's Contact Relationships											

3. Uncheck the person as a contact that you want to remove and click Save Changes.

MEMBER PROFILE - ALEX ATREIDES											
Alex's Information	Atreides Household Othe		MEDICAL ALEX'S CONTACTS								
Member Contacts Relations		ationship	Primary Contact	/ Emerge ? Conta	ency Parent ct? Guardian?	Auth to Pickup?					
✓ Atreides, Paul (You (555) 555-1234	u) Father	~	۲	$\checkmark$	$\checkmark$	✓Yes No					
Atreides, Becky											
Ct all contacts	<u>Clear all</u>		Save Ch	anges							