Welcome to the Public Health Information System. In this demonstration, you will learn how to add establishment contacts. I’ll guide you through the steps of accomplishing this task.

First, click My Establishments.
Next, click Select Establishments.

Select the establishment of interest.
Click Establishment Contacts.

Click Add New Contact.
Enter the information for the new contact.

Click Save.
The new entry appears on the Establishment Contacts page.

Click Edit.
Note that only the Phone and Type fields are available for editing.

If the First, Last, or Email information needs to be changed, you can delete the contact and follow this procedure to re-enter correct information.
Click Cancel.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.