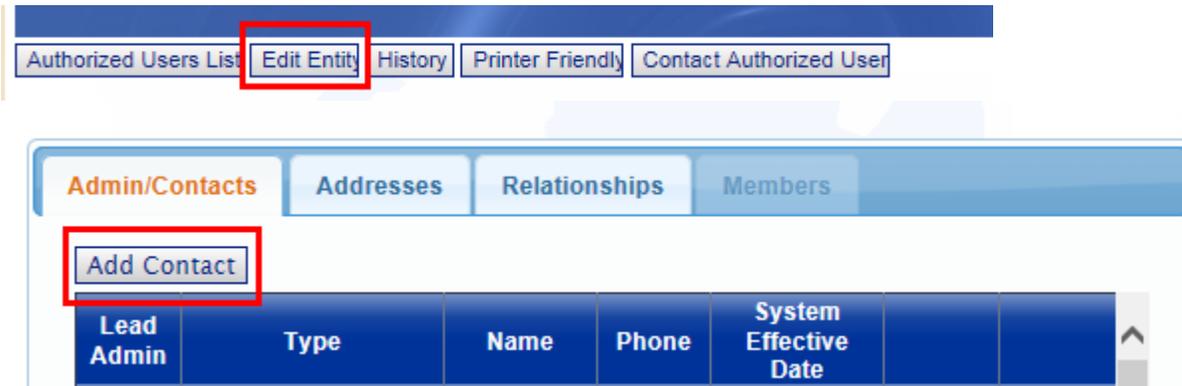


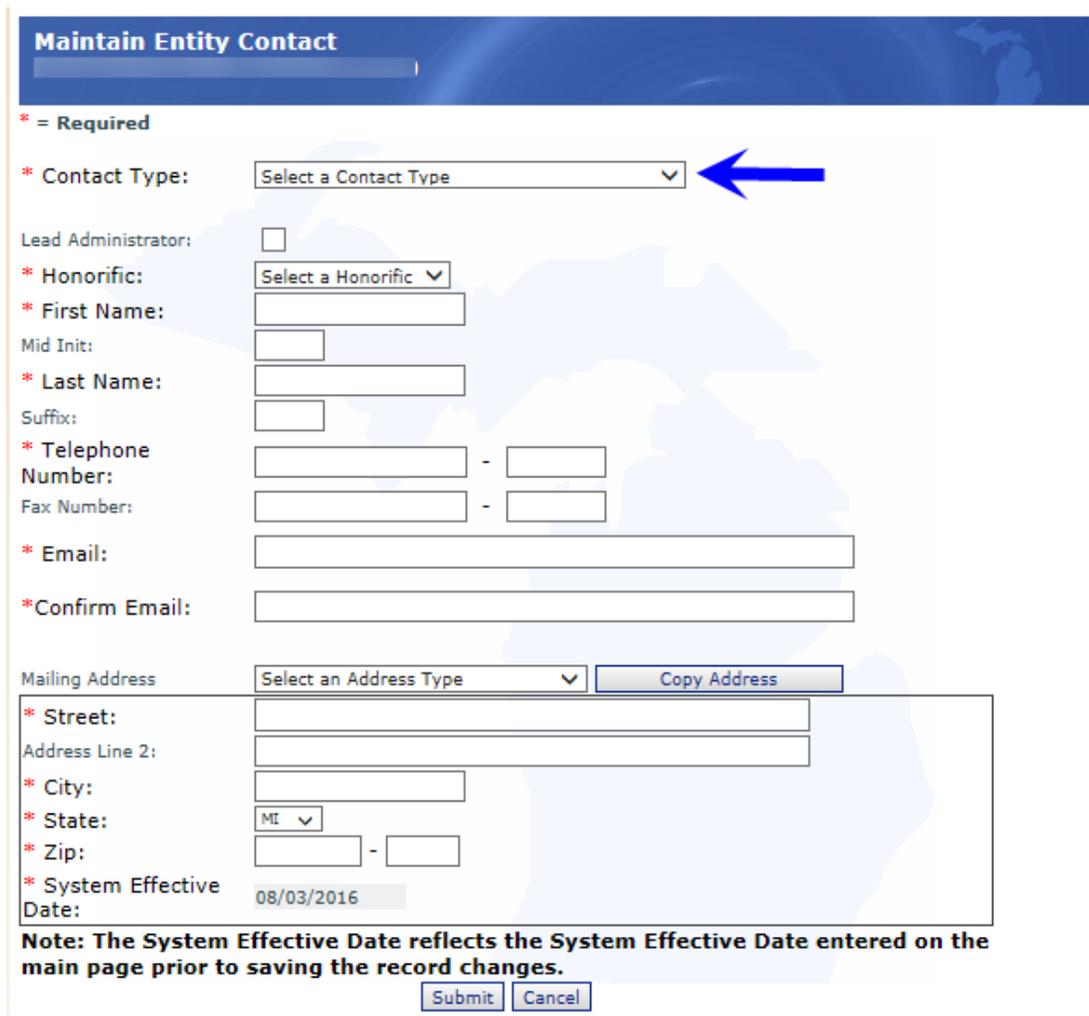
## Instructions for Registering LEA Foster Care Liaison in the EEM, August 2016

From main EEM page, click "Edit Entity" button, and then click the "Add Contact" button.



This screenshot shows the top navigation bar of the EEM system. The "Edit Entity" button is highlighted with a red box. Below it, a secondary menu is visible with tabs for "Admin/Contacts", "Addresses", "Relationships", and "Members". The "Add Contact" button is also highlighted with a red box. Below the tabs is a table header with columns: "Lead Admin", "Type", "Name", "Phone", and "System Effective Date".

On the Maintain Entity Contact screen, select the type of contact you wish to add from the "Contact Type" dropdown menu.



This screenshot shows the "Maintain Entity Contact" form. The "Contact Type" dropdown menu is highlighted with a blue arrow. The form includes fields for "Lead Administrator", "Honorific", "First Name", "Mid Init", "Last Name", "Suffix", "Telephone Number", "Fax Number", "Email", and "Confirm Email". There is also a "Mailing Address" section with a "Select an Address Type" dropdown and a "Copy Address" button. The "System Effective Date" is set to 08/03/2016. A note at the bottom states: "Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes." The "Submit" and "Cancel" buttons are at the bottom.

# Instructions for Registering LEA Foster Care Liaison in the EEM, August 2016

## Page 2

**Maintain Entity Contact**

\* = Required

\* Contact Type: **Select a Contact Type**

Lead Administrator:

\* Honorific:

\* First Name:

Mid Init:

\* Last Name:

Suffix:

\* Telephone Number:

Fax Number:

\* Email:

\* Confirm Email:

Mailing Address

\* Street:

Address Line 2:

\* City:

\* State:

\* Zip:  -

\* System Effective Date: 08/03/2016

**Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.**

After selecting the contact type, click the "Submit" button. You will be returned to the main EEM screen. Click the "Save" button in the lower right corner of the page. Otherwise, the information that you added will not be saved.

System Effective Date:

**Please verify the "Effective Date" before you click "Save." The "Effective Date" is located to the left of this message.**

After clicking the "Save" button, you will receive a message indicating that you have successfully completed saved your changes.