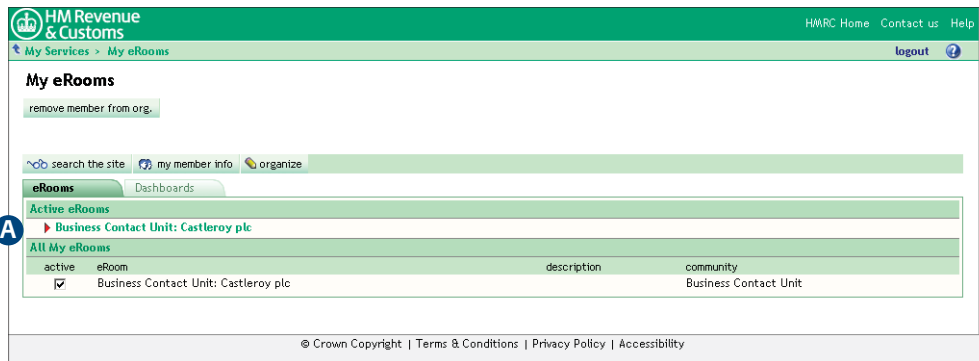


Customer Nominated Contact

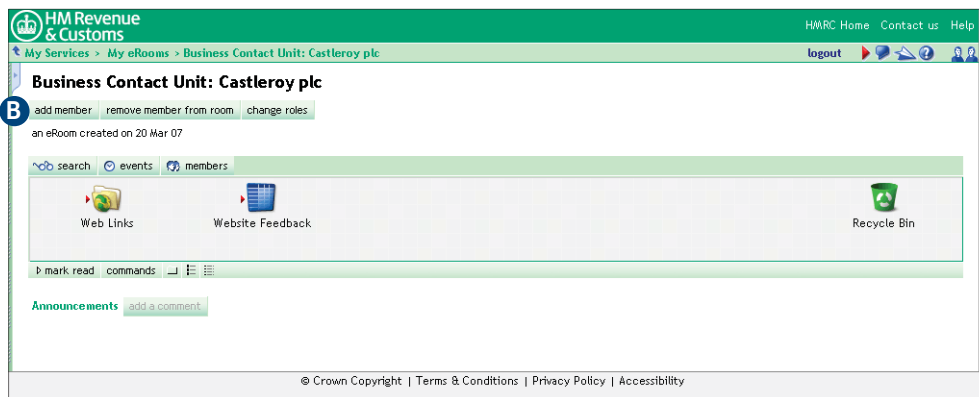
Request to add a new Customer Member to a Room

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



A available Rooms

- 2 Select the **add member** button (B).



B add member button

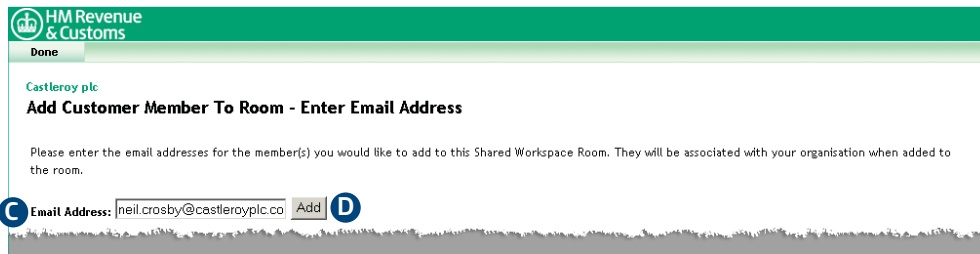
3 Enter the new member's **email address** (C).

4 Select **Add** (D).



Note

If you have to add more than one member, you must select the **Add** button after you enter each Email Address.

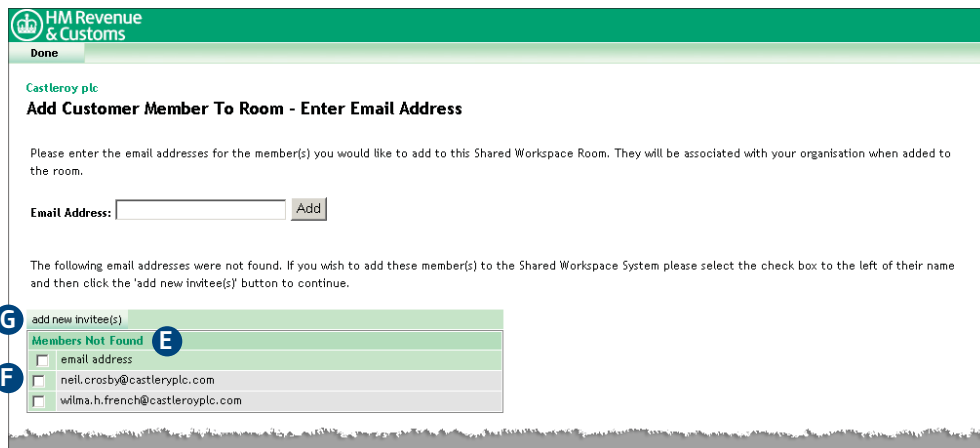


C Email Address field

D Add button

5 The screen displays a list of **members not found** (E).

6 Check the **checkbox(es)** alongside the relevant member(s) to be added (F) and select **add new invitee(s)** (G).



E Members Not Found

F checkbox(es)

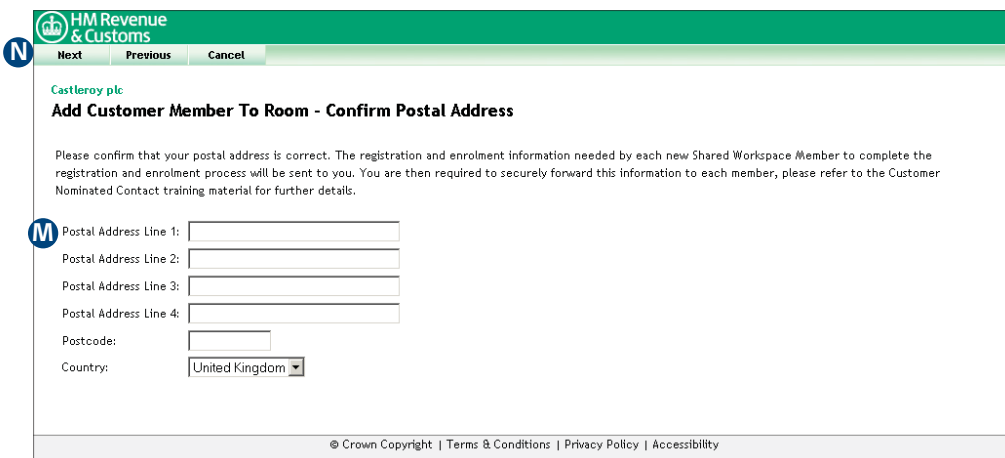
G add new invitee(s) buttons

- 7 Enter the members **first** (H), **last** (I) and any **middle** names (J),
- 8 Select an appropriate **role** (K) for the member and select **Next** (L).



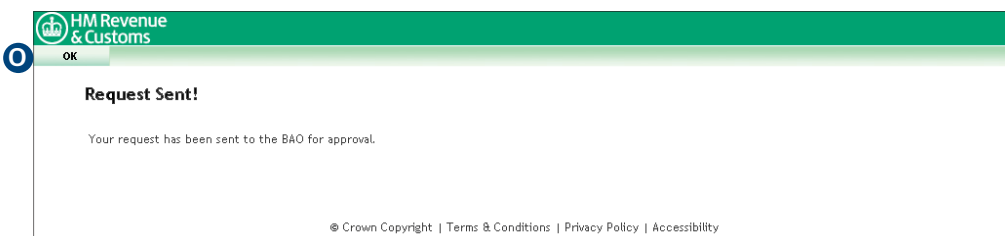
- H** first name field
- I** last name field
- J** middle name field
- K** available roles
- L** Next button

- 9 Confirm the **Postal Address** (M) where the Known Facts are to be sent and select **Next** (N).



- M** Postal Address fields
- N** Next button

- 10 Your request has been sent to the Room's BAOs for approval.
- 11 Select **OK** (O) to return to the add Customer Member to Room page.



- O** OK button