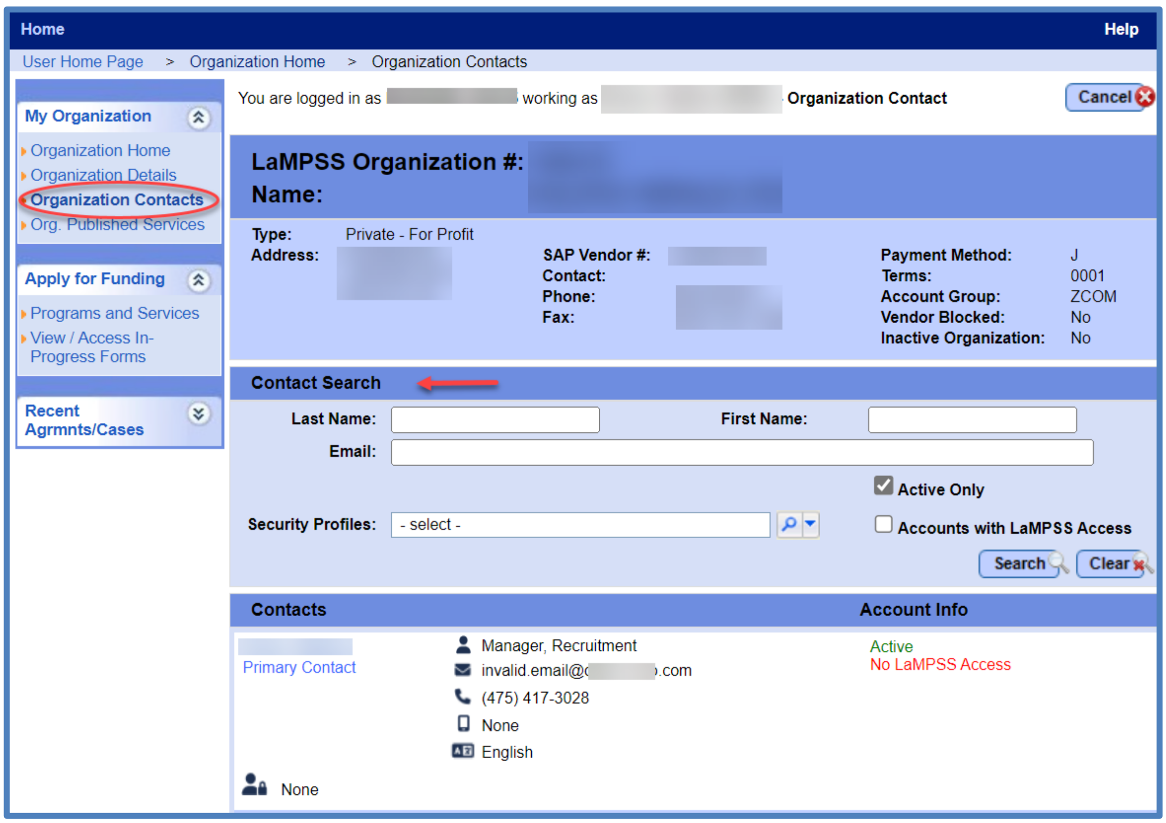
The Organization Contacts page is found on your Organization Home Page in the left navigation menu under My Organization. This is where you can view current contacts and add new contacts within your organization. **Only users with Administrator security can add contacts (with or without security to LaMPSS) to an organization**.

VIEWING ORGANIZATION CONTACTS

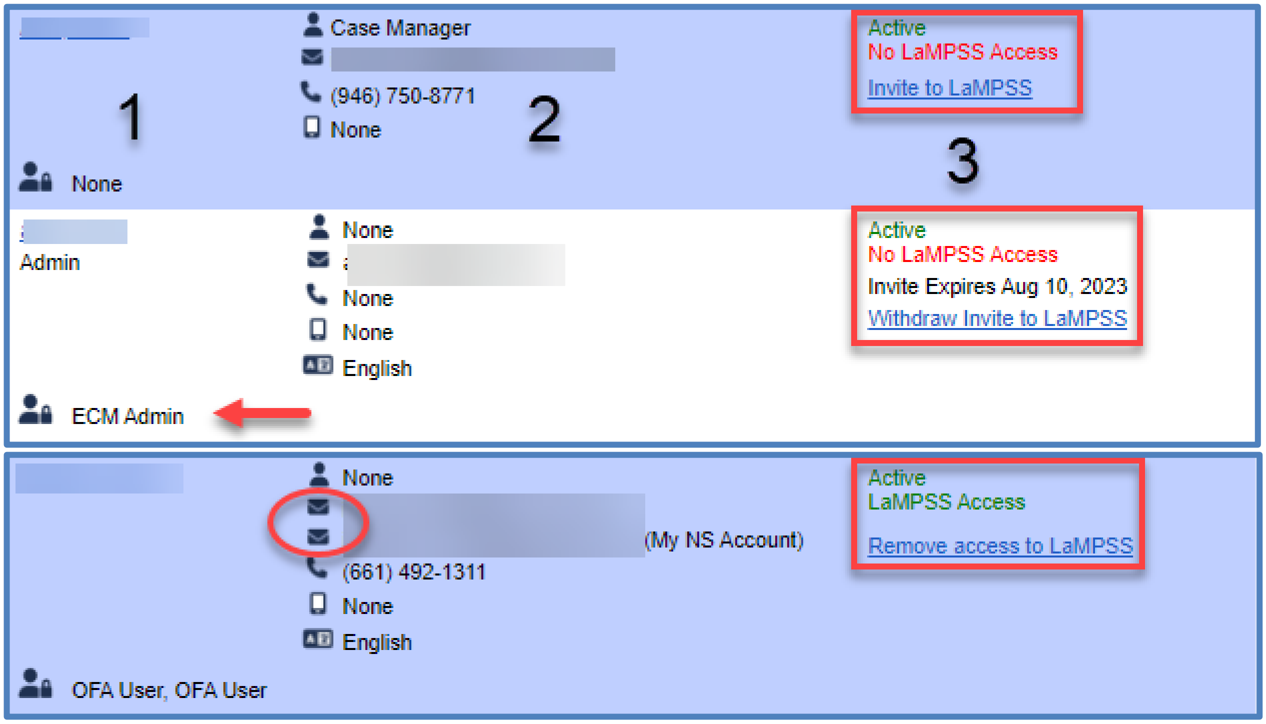
The organization contacts page will display all currently active contacts within your organization. Each page will display up to 10 contacts per page.

The contact who is assigned the primary contact role will be displayed first and all other contacts will be displayed in alphabetical order by last name.



The Contact Search section provides the ability to search for contacts within an organization. LaMPSS provides the ability to search by last name, first name, email address, security profiles, active and inactive, and accounts with LaMPSS Access. If the **Active Only** field is deselected, all active and inactive accounts will be displayed in alphabetical order.

The contacts section will display relevant information for each individual contact.



The above display shows what could be displayed for your contacts. The first column will display the contact's name, if they are a Primary Contact or an Administrator, and what security they have been assigned in LaMPSS. If a contact does not have LaMPSS access, it will state "None".

The second column will detail their title, email address, phone number, mobile phone number and language preference. Some contacts within your organization may display two different email addresses. The first email address is the one entered in LaMPSS, the second one is the email address attached to their My NS Account. If both email addresses are the same, only one will be displayed.

The third column will indicate if they are an active contact, it will either state Active or Inactive. The second line will detail if they have LaMPSS access, it will either state LaMPSS Access or No LaMPSS Access. The third line will detail the process to invite someone to LaMPSS. If a contact is only a contact, with no access to LaMPSS, you have the option to invite them to LaMPSS and provide them security profiles. If a LaMPSS invite has been sent, it will detail when the invitation expires, which is 30 days after it was issued. The fourth line will detail if an invite has been sent. If yes, you have the option to withdrawal the invite. If the contact currently has LaMPSS Access, it can be removed.

All the above changes can only be completed by a contact that is a LaMPSS Administrator within the organization. The details will be displayed for all organization contacts, but it will be read-only.

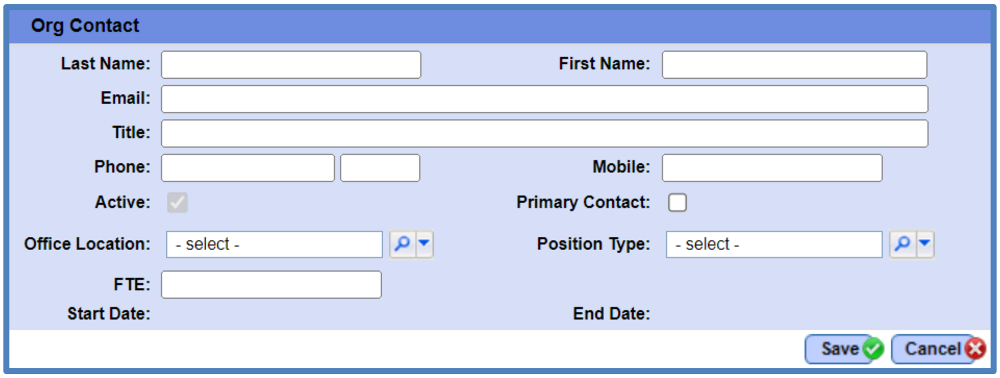
Your Organizations LaMPSS Administrator

As stated above only a LaMPSS user with an Administrator security profile will be able to add, modify and deactivate LaMPSS users. Your organization's LaMPSS administrator has a role in helping mitigate security risks to LaMPSS. It is your organizations' responsibility to ensure your LaMPSS Users security is up to date at all times.

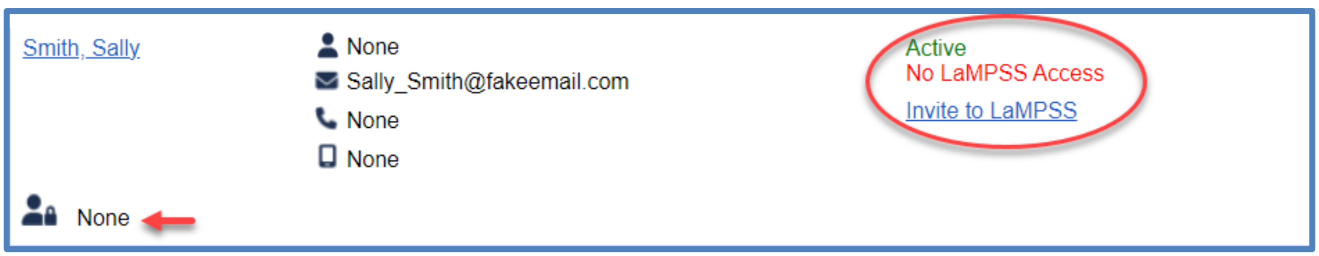
ADDING A CONTACT

If you wish to add a contact to your organization, below the list of current contacts, click Add Contact. This contact will only be listed within your organization, and they will not be provided any access to LaMPSS.

The Organization Contact Details page will be displayed where you are required to enter the minimum of last name, first name and email address. The fields for office location, position type and FTE are required fields where organizations provide Case Management Services with Client Tracking (NS Works).



Once all relevant information is entered, click **Save**.
The new contact is now listed within your organization.



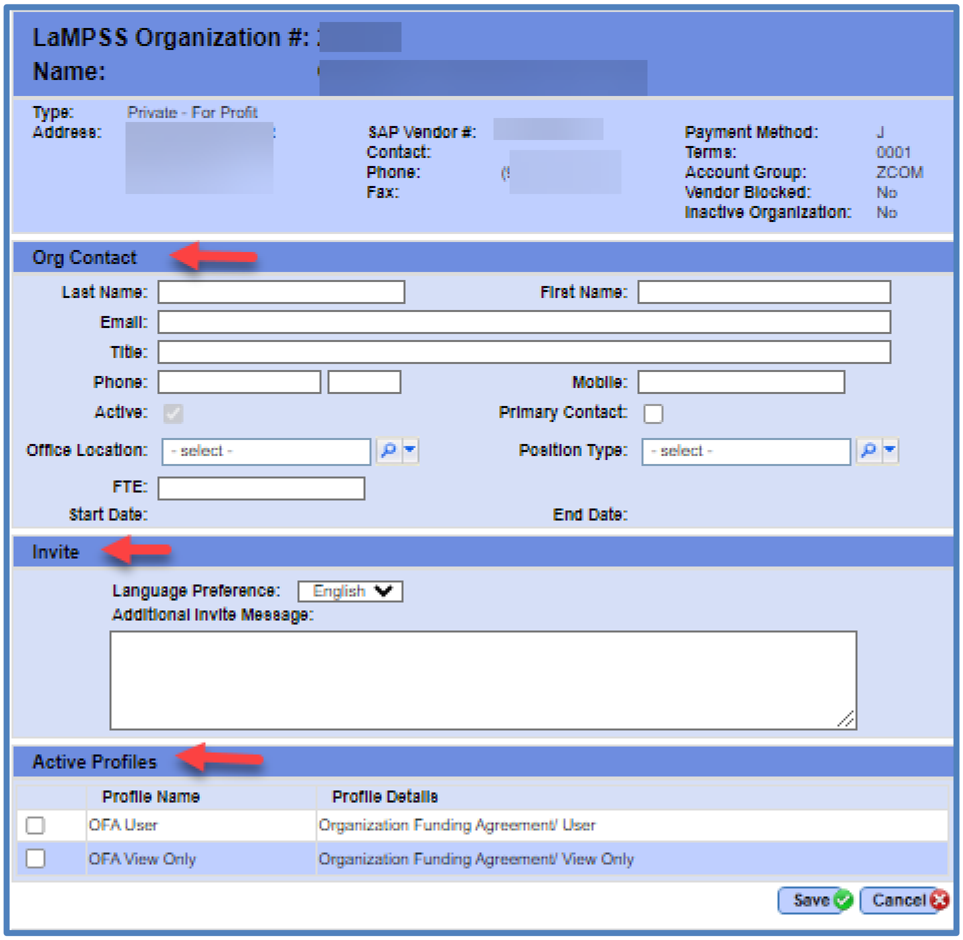
In the third column, it will detail that they are currently an Active contact with the organization, but they currently do not have any LaMPSS Access. Under the client's name, it details None, this is where the client's security access would be displayed if they had LaMPSS Access.

If the current contact should have LaMPSS Access, click **Invite to LaMPSS.**

ADDING A CONTACT WITH LAMPSS ACCESS

If you wish to add a contact to your organization who will have LaMPSS Access, below the list of current contacts, click Add Contact with LaMPSS Access. An invitation will be sent to the contact once all information is entered.

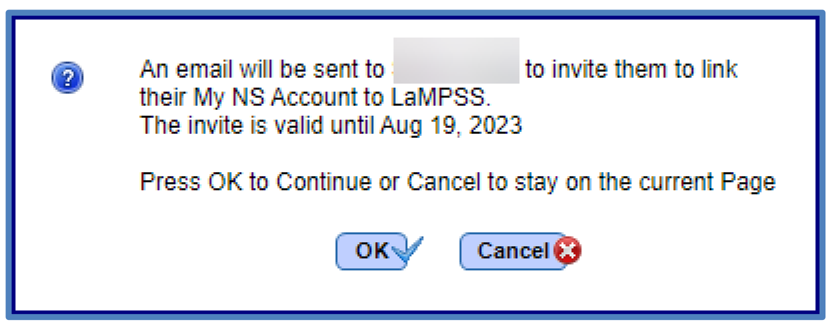
The Organization Contact Details page will be displayed. You are required to enter the minimum of last name, first name and email address under the Org Contact section. The fields for office location, position type and FTE are required fields where organizations provide Case Management Services with Client Tracking (NS Works).



Since a generic email will be sent to the contact, you can provide an additional message that will be included in the email invitation . This field can be left empty.

The last step is to provide security to the user. The active profiles displayed will be dependent on what security the Administrator has access to issue. In the example above, the Administrator adding a new contact is for Organization Funding Agreements, therefore, that is the only security they can provide. Once all relevant information is entered, click **Save**.

A pop-up window will appear to advise that an email will be sent to the individual to invite them to link their My NS Account to LaMPSS. Invitations expire after 30 days.



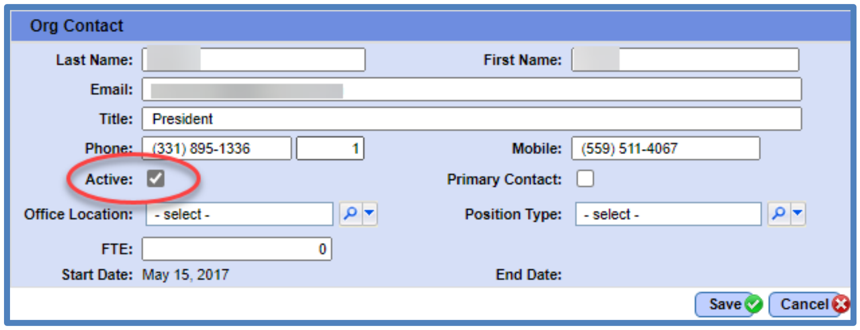
If the invite to the individual was sent in error, you can withdraw the invitation by selecting **Withdraw Invite to LaMPSS**. A popup window will display advising if you want to withdraw an invite.

AMENDING A CONTACT

A current contact within an organization can be amended. Click on the name of the contact you would like to change to navigate to the Organization Contact Details page. Update any relevant information and click **Save** once all changes are completed.

Deactivating a Contact

A current contact within an organization can be deactivated. Navigate to the contact to be deactivated and select their name. On the Organization contact section, deselect the checkbox for Active and click **Save**.



The contact will still be listed under the organization contacts but will show that they are currently inactive for the organization.

Viewing Inactive Contacts

On the Organization Contacts page, under Contact Search deselect the checkbox for Active Only and click Search.

This will display all organization contacts, with active and inactive displayed in alphabetical order.