Edit Your Contact Information in the Left Sidebar

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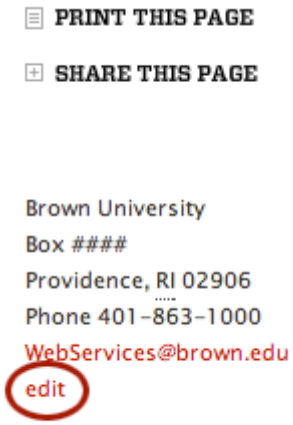
How to edit existing contact information

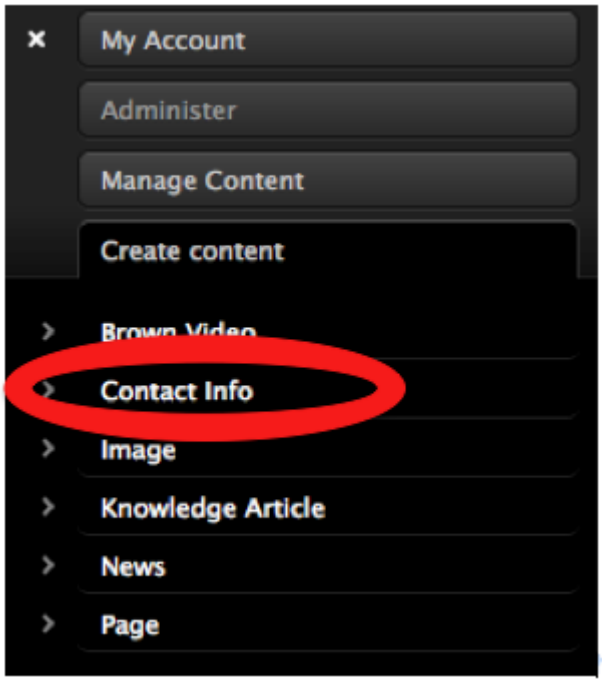
Once you've logged in, if there is existing contact information on the left navigation, an "edit" link should appear below it.



Click this "edit" link, and you'll be taken to a form to update the information.

How to add a second set of contact information

If you need to add a new address, click on the wrench at the top left corner of your screen and select the "Create Content" tab. Choose "Contact Info" as the content type.



Any fields you do not complete will be ignored. The new Contact Info block will appear beneath the existing block.

WebServices recommends you have no more than two full addresses in the left navigation.