



Entering Contact Information

The steps below provide how-to guidance for completing the second tab of a patient application.

The online registry portal works best when using Google Chrome as your internet browser to help minimize possible errors within the system.

How-to Complete the Contact Information Tab

1. Fill in the residence address details on the **Contact Information** tab. Enter the **Street, City, County, State, Zip Code**, and click '**Verify Address**' to select whether to use the entered address or verified address.
2. For the mailing address section, click the '**Copy from Street Address**' button to copy the information from the residence address or, if using a different address, enter the **Street, City, State, Zip Code**, and click '**Verify Address**' to select whether to use the entered address or verified address.
3. Click '**SAVE & NEXT**' to save your information and move on to the next section.

The screenshot displays the 'CONTACT INFORMATION' tab of the application. The 'Residence Address' section includes fields for Street, Unit No. / Apt No., City, County, State, and Zip Code. A red box labeled '1.' points to the Street field. Below these fields is a toggle for 'Address Verified?' and a green 'VERIFY ADDRESS' button. The 'Mailing Address' section has a green 'COPY FROM STREET ADDRESS' button, followed by similar fields for Street, Unit No. / Apt No., City, State, and Zip Code. A red box labeled '2.' points to the 'COPY FROM STREET ADDRESS' button. Below the mailing address fields is another 'Address Verified?' toggle and a 'VERIFY ADDRESS' button. A red box labeled '3.' points to the 'VERIFY ADDRESS' button. At the bottom of the form are three buttons: 'SAVE', 'SAVE & NEXT', and 'CANCEL'. A red box labeled '3.' points to the 'SAVE & NEXT' button.

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