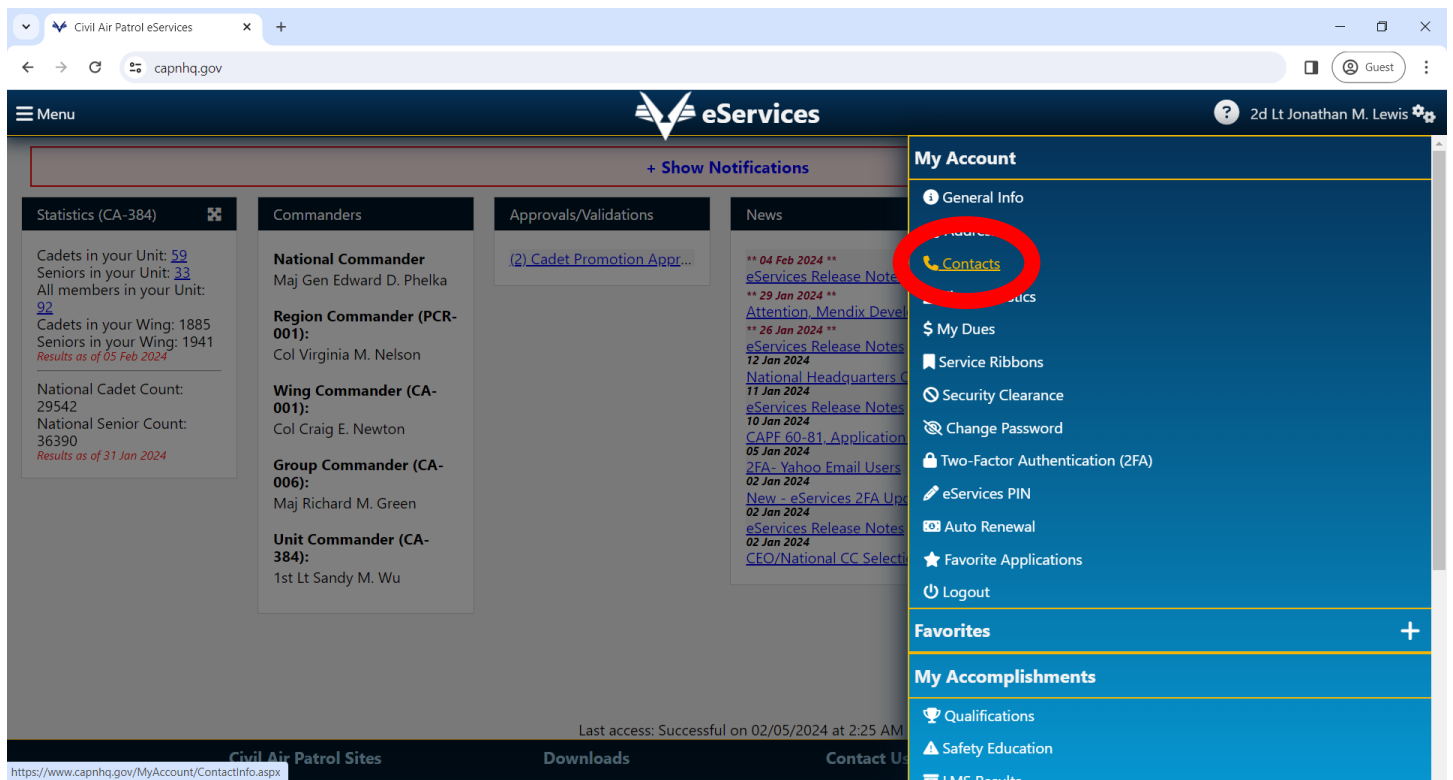


INSTRUCTIONS FOR ADDING & DESIGNATING PRIORITY TO YOUR CAWG EMAIL ON ESERVICES

STEP 1: Login to eServices and navigate to the **Settings Button** at the top right of the screen.



STEP 2: Click on the **Settings Button** and select the **Contacts** menu item in the drop-down menu.



STEP 3: Navigate to the **Add new contact** portion of the screen.

The screenshot shows the 'My Account > Contacts' page in the Civil Air Patrol eServices system. At the top, there is a navigation bar with the 'eServices' logo and the user's name '2d Lt Jonathan M. Lewis'. Below the navigation bar, there is a breadcrumb trail: 'eServices Home > My Account > Contacts'. The main content area is divided into two sections. The first section, 'Current Contacts', contains a table with the following data:

Type	Priority	Contact	Contact Name	Do Not Contact		
CELL PHONE	PRIMARY	[REDACTED]			Edit	Delete
EMAIL	PRIMARY	jonathan.lewis@cawgcap.org		False	Edit	
EMAIL	SECONDARY	[REDACTED]		False	Edit	Delete

The second section, 'Add new contact', is highlighted with a red circle around the text 'Add new contact'. It contains a form with the following fields: '*Type' (a dropdown menu with '--Select--' selected), '*Priority' (a dropdown menu with '--Select--' selected), '*Contact' (a text input field), 'Ext.' (a text input field), 'Contact Name' (a text input field), and a checkbox labeled 'Do Not Contact for Mass CAP Emails'. Below the form is a blue button labeled 'Save New Contact'. At the bottom of the page, there is a footer with links for 'Civil Air Patrol Sites', 'Downloads', 'Contact Us', and 'Follow CAP'.

STEP 4: Click the dropdown menu under ***Type** and select **EMAIL**.

STEP 5: Click the dropdown menu under ***Priority** and select **PRIMARY**.

STEP 6: Add your CAWG Email in the ***Contact** text field and click the blue **Save New Contact** button at the bottom of the page.

*****NOTE:** Your personal email will remain on eServices as a secondary contact. DO NOT delete your personal email as it will be used as a back-up option for Two-Factor Authentication and CAWG Email Account Recovery.