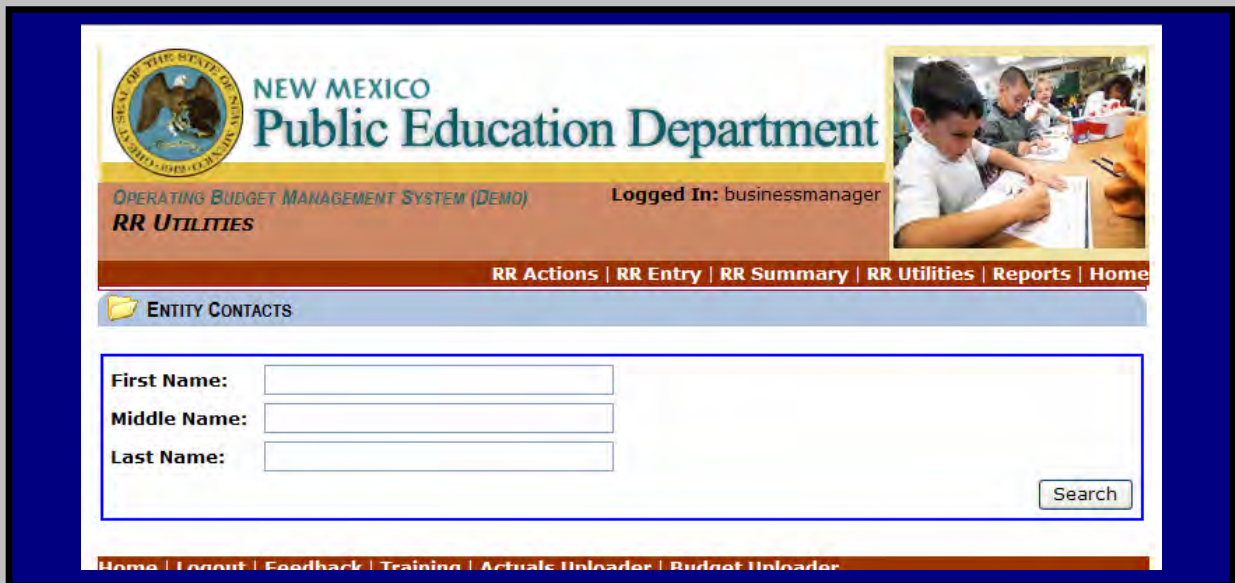
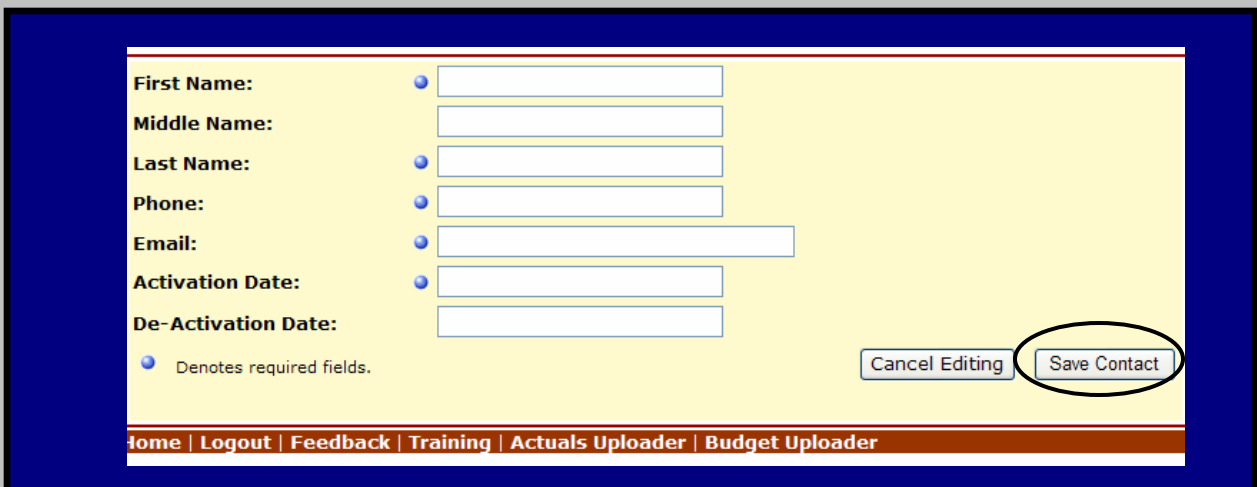


1. Click on RR Utilities to get to this screen
2. Click on Entity Contacts



3. Click on search (do not enter any information before hitting search, do a search with blank fields)
4. "Add a Contact" button will appear. Click on add a contact.
5. Fill all the required fields shown below and click on save contact.



**First Name:**   
**Middle Name:**   
**Last Name:**   
**Phone:**   
**Email:**   
**Activation Date:**   
**De-Activation Date:**

Denotes required fields.

Contact Type	Edit Entities
Actuals	
BAR	
Budget	
Grants	
Reimbursement	

- After clicking on "Save Contact" look for reimbursement at the bottom, click at the icon under edit entities next to Reimbursement.

**Entities for Reimbursement type.**

Contact Type	Edit Entities
Actuals	
BAR	
Budget	
Grants	
Reimbursement	

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- Click on your entity, after it highlights, click on add.
- When your entity displays on the right column, click on save.

**Entities for Reimbursement type.**

Contact Type	Edit Entities
Actuals	
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