LEADERSlink tutorials:

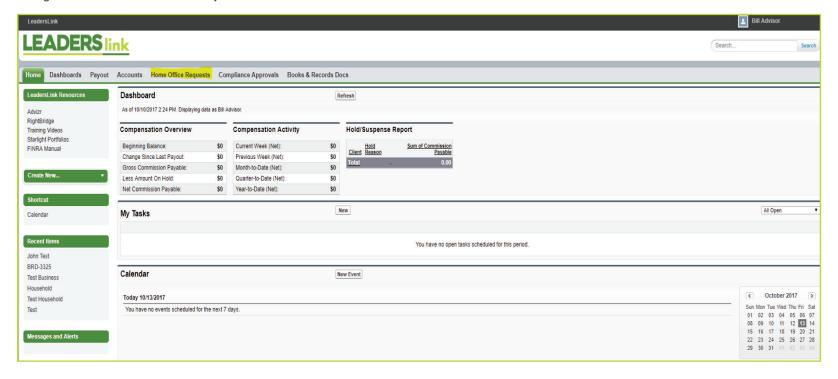
UPDATE CONTACT INFORMATION

Please reach out to Tate Krumwiede at 303-797-9080 x125 to request support staff access.

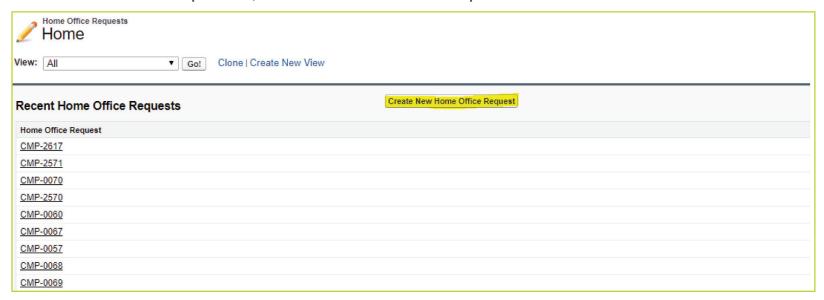


Log in to LEADERSlink

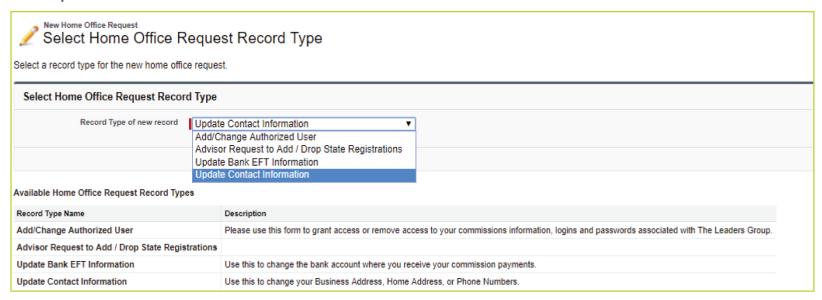
Navigate to the **Home Office Requests** tab:



Once on the Home Office Requests tab, click Create New Home Office Request:

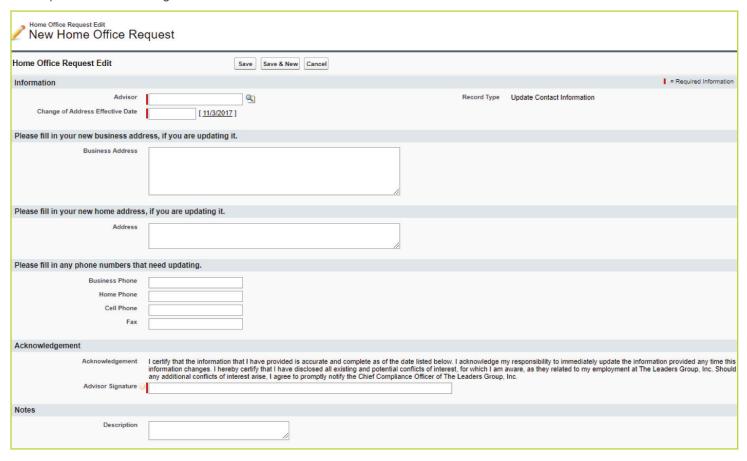


Select Update Contact Information



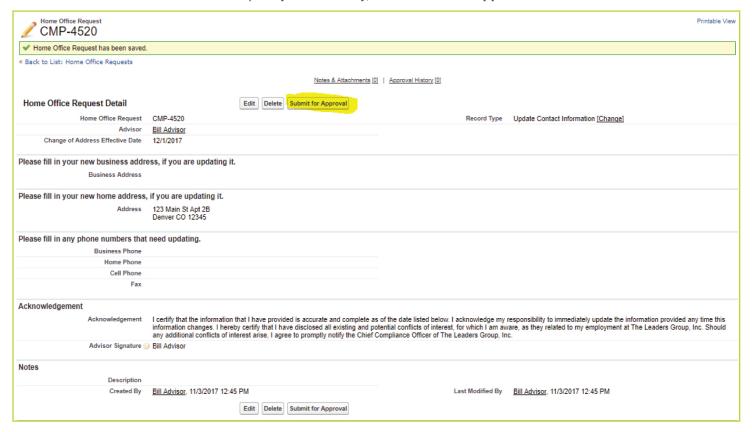
Click Continue.

On the following screen, complete any information that you have, please keep in mind any fields with a red bar next to them are required before moving on:



Once the fields are filled out, click Save.

Once all the information is filled out completely and correctly, click Submit for Approval.



To check on the status of the request, scroll down to the **Approval History** area to see where the request is at:

Home Office Request CMP-4520						Printable Vi
Back to List: Home Office Requests						
		Notes &	Attachments [0] Approval His	tory [2]		
Home Office Request Detail		Edit Delete				
Home Office Request	CMP-4520			Record Type	Update Contact Information [Change	<u>el</u>
Advisor	Bill Advisor					
Change of Address Effective Date	12/1/2017					
lease fill in your new business address, if you are updating it.						
Business Address						
Please fill in your new home address,	-					
Address	123 Main St Apt 2B Denver CO 12345					
Please fill in any phone numbers that	need updating.					
Business Phone						
Home Phone						
Cell Phone						
Fax						
Acknowledgement						
Acknowledgement	information changes. I hereby		existing and potential conflicts	of interest, for which I am aw	responsibility to immediately update th rare, as they related to my employmen c.	
Advisor Signature (Bill Advisor					
lotes						
Description						
Created By	Bill Advisor, 11/3/2017 12:45	PM		Last Modified By	Bill Advisor, 11/3/2017 12:51 PM	
		Edit Delete				
Notes & Attachments		New Note Upload Files				
No records to display						
Approval History						
Action	Date	Status	Assigned To	Actual Approver	Comments	Overall Status
Step: Step 1 (Pending for first approval)					Pending
	11/3/2017 12:51 PM	Pending	Registrations	Registrations		
Approval Request Submitted						
	11/3/2017 12:51 PM	Submitted	Bill Advisor	Bill Advisor		