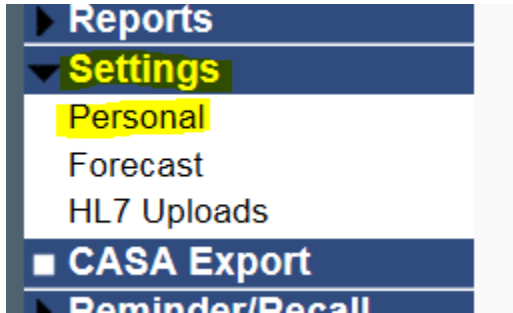


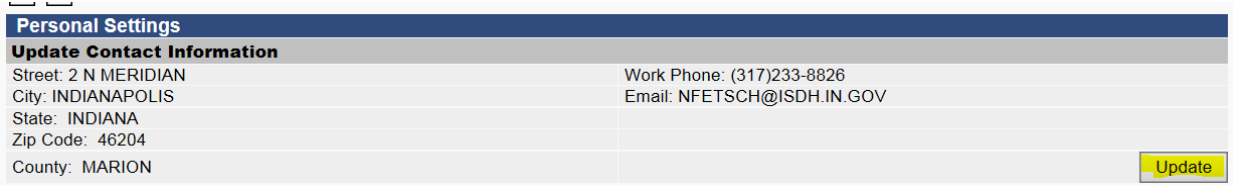
# Adding or Updating CHIRP Email Information

To add or update information in your CHIRP user account follow these steps.

Go to the Settings tab, click on Personal



This will take you to the Personal Settings page, where you will click on the Update button.



A screenshot of the 'Personal Settings' page. At the top, there is a blue header with 'Personal Settings'. Below it is a grey bar with 'Update Contact Information'. The form contains the following fields: Street: 2 N MERIDIAN, City: INDIANAPOLIS, State: INDIANA, Zip Code: 46204, County: MARION, Work Phone: (317)233-8826, and Email: NFETSCH@ISDH.IN.GOV. A yellow 'Update' button is located at the bottom right of the form.

After clicking the Update button, you are able to update your email address and make any changes needed. Once the changes are complete, click the Save button. This will update your CHIRP user account.



A screenshot of the 'Personal Settings' page after an update. The form fields are: Street: 2 N MERIDIAN, City: INDIANAPOLIS, State: INDIANA (dropdown), Zip Code: 46204, County: MARION (dropdown), Work Phone: (317)233-8826, and Email: NFETSCH@ISDH.IN.GOV (highlighted in yellow). A yellow 'Save' button is located at the bottom right of the form.