



Managing Your OSA-Connect Profile

- Add a New Contact,
- Update an existing contact
- Manage Agency Profile

Adding a New Contact

From the agency dashboard page click the agency profile tab on the left hand side of the screen or click view to also be directed to the agency profile tab.

Agency Dashboard

Select from the list of agencies below you are assigned to.

Search: Show 10 entries

Agency Name	View Agency
New Mexico Office of the State Auditor	View

< Previous 1 Next > Showing 1 to 2 of 2 entries

On the agency profile page you will see an add contact button on the top right of the screen. Click on it to add a new contact.

Agency Profile

Manage Agency Contacts

Search: Show 10 entries

First Name	Last Name	Type	View / Edit	Remove
Test	User	Agency Head / Agency Contact	View/Edit	Remove

< Previous 1 Next > Showing 1 to 1 of 1 entries

Click Here **Add Contact +**

Fill in the required fields such as name, email, title, and phone number. You can also add additional information like job title and company.

Add New Contact

Agency Contact Details

First Name

Last Name

Salutation

Title

Email Address

Confirm Email Address

Phone Number

Type *Optional*

Agency Head

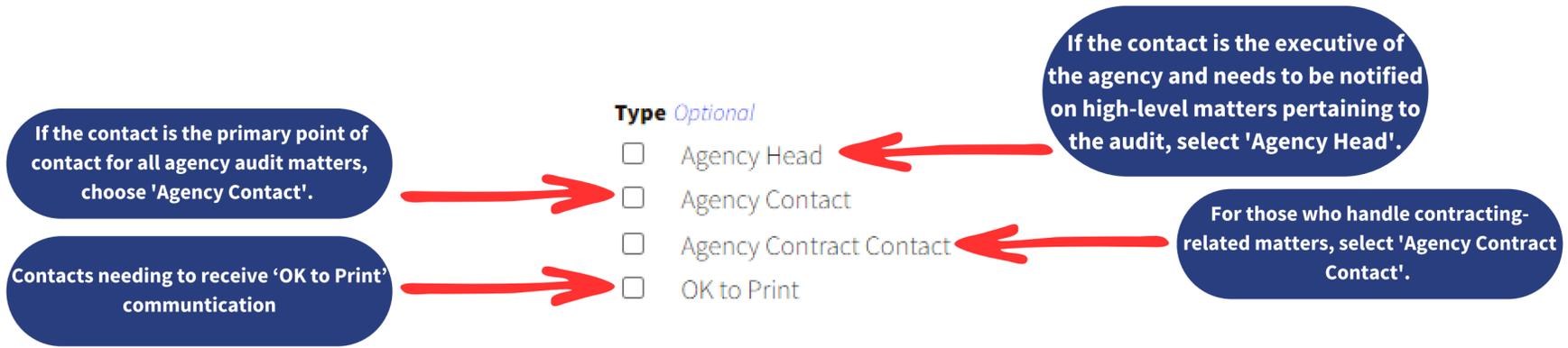
Agency Contact

Agency Contract Contact

OK to Print

Add Contact >

Additionally, OSA-Connect offers a unique feature allowing you to designate the type of agency contact your new contact will be. This selection determines how the Office of the State Auditor will communicate with this contact. You may choose one or all designations, tailoring it to best suit your agency's needs.



Select one Designation

or.....

Many Designations

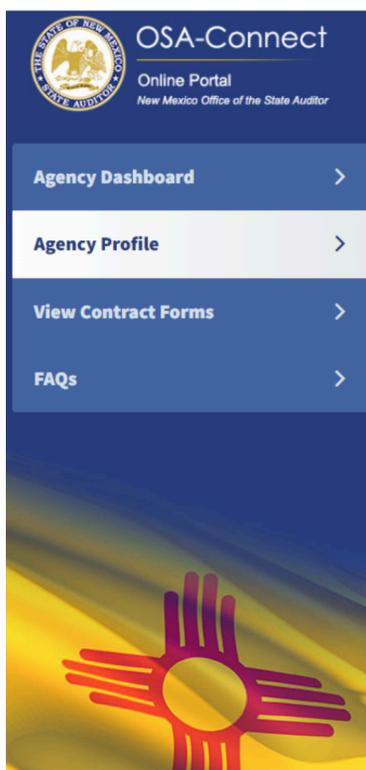
Type Optional

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

Type Optional

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

Once you've entered all the necessary information, hit 'Add Contact'. Your new contact is now added to your profile



Add New Contact

Agency Contact Details

First Name

Last Name

Salutation

Title

Email Address

Confirm Email Address

Phone Number

Type Optional

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

Add Contact > **Click Here**