

YOUR PROJECTS



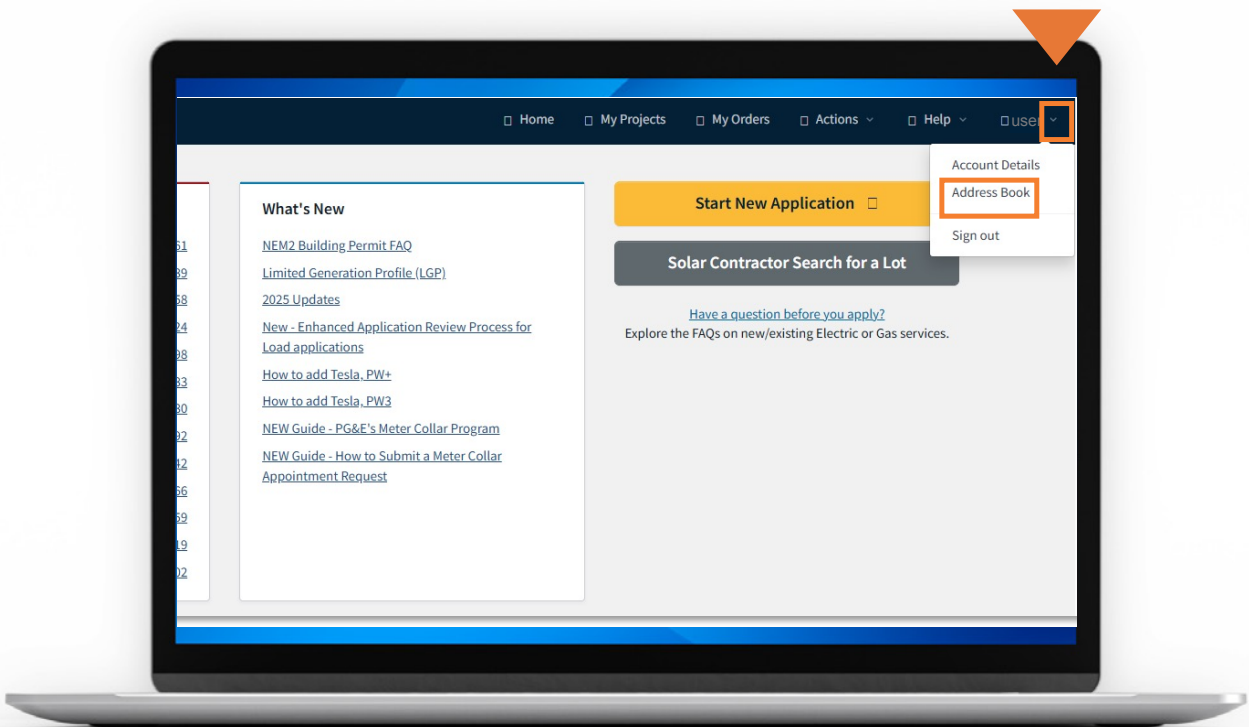
Managing and using your address book

Step 1 Access your Address Book in Your Projects

Log in to YourProjects.pge.com 

In your **dashboard view**, click the button next to your username in the top right-hand corner of the screen.

Then click **Address Book**.



Step 2 Select a contact from your Address Book

When you complete an application in Your Projects, you can search for an existing contact in your **Address Book** or add a new one.

If you previously joined a Company profile in Your Projects, you will have two Address Books: your **Personal Address Book** and your **Company Address Book**. The Company Address Book is visible to everyone who has been added to the Company profile in Your Projects.

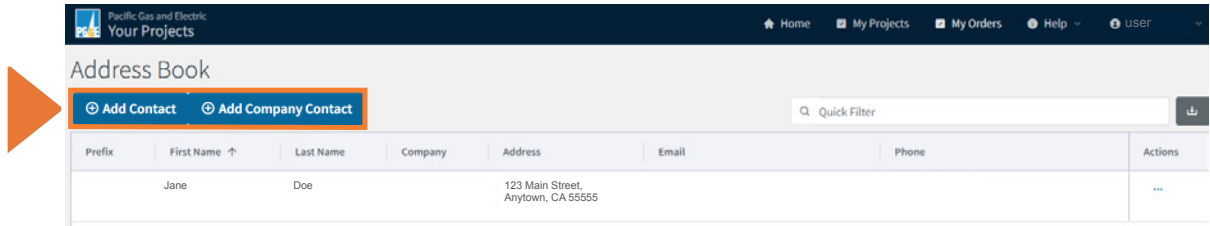
If you add a new contact, you can choose to save it to your **Personal Address Book** or your **Company Address Book**.

The screenshot shows a 'Primary' contact form with the following fields and options:

- The Primary Contact is**: Radio buttons for 'The property owner.' and 'An Authorized party on behalf of the property owner.' (selected).
- Primary Contact**: A dropdown menu currently showing 'Other'.
- Select From Address Book**: A link with a magnifying glass icon and the word 'optional', highlighted by an orange box and an arrow.
- Please select or start typing**: A search input field.
- First Name** and **Last Name**: Text input fields.
- Company Name**: Text input field with 'optional' label.
- Street Address**: Text input field.
- Zip Code**, **City**, and **State**: Text input fields. The State dropdown is currently set to 'CA'.
- Day Phone**, **Ext** (optional), and **Mobile Phone**: Text input fields.
- Email**: Text input field containing 'greg@cocotis.com'.
- Save this contact to Address Book**: A checked checkbox with a magnifying glass icon and the word 'optional', highlighted by an orange box and an arrow.
- Personal Contact** and **Company Contact**: Radio buttons, with 'Company Contact' selected.
- Link Contact to Application**: A checkbox with the word 'optional'.
- Grants full read and write access to this project after this application has been submitted.

Step 3 Add a New Contact to your Address Book

Click on [+ Add Contact](#) or [+ Add Company Contact](#)



Fill out the form with all contact details and click **Add Contact**.

The screenshot shows the 'Add Contact' form. It is divided into three sections: 'Contact Information', 'Mailing Address', and 'Notes'. The 'Contact Information' section has fields for 'Prefix optional', 'First Name', 'Last Name', 'Company Name optional', 'Phone', and 'Email Address'. The 'Mailing Address' section has fields for 'Address', 'City', 'State' (with a dropdown menu showing 'Please select a val'), and 'Zip Code'. The 'Notes' section has a large text area. At the bottom right of the form, there is a blue button labeled 'Add Contact' with a right-pointing arrow, which is highlighted with an orange box.