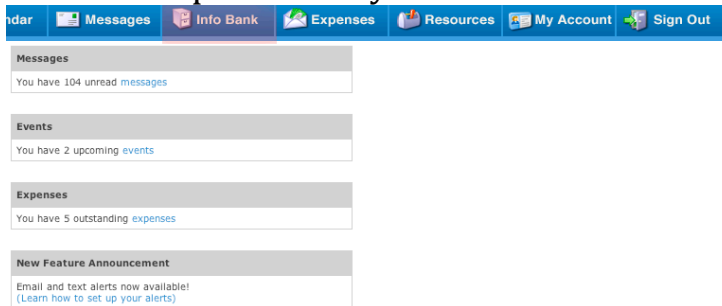
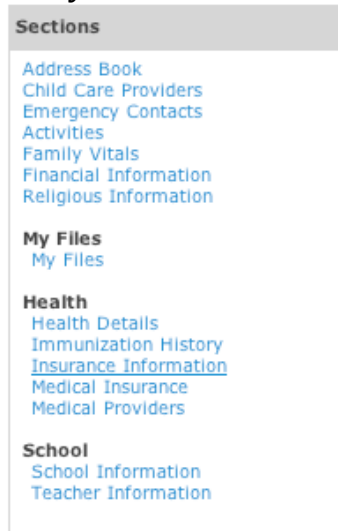



## How do I get started setting up or edit the information bank?

The information bank was created to store all of your important information. It is where you will input things such as: emergency contact numbers, school information, medical data and upload documents that both you and your co-parent either want or need access to. You will begin by selecting the info bank tab at the top center of your screen.



1. Begin by selecting the section in which you wish to enter data. There are many selections in the left hand margin of your screen.



2. Use the “New Entry” button to add new information and the edit buttons to change existing entries. Decide whether you want to mark the entry as “private” or not. This will determine whether your co-parent can see the data you’ve input or not. Make sure you save the data by clicking on the “save changes” button at the bottom of the screen .
3. Go back to the menu selection in the left hand margin to enter information in other categories of the info bank.