

INSTRUCTIONS FOR DAC “EDIT DATA” AND DISASTER RESPONSE MODULE

- 1) Log into DAC by choosing link from this e-mail
- 2) Go to “My Data” tab

The screenshot shows the DAC 'My Data' page for a member profile. The page title is 'Member Profile'. The member's name is Jill S Pietrusinski DG (John). The member ID is 6362235. The address is 150 Scarborough Ct, O'Fallon, IL, 62269. The contact information includes an email address (jspietrusi@yahoo.com), home phone (618-407-3271), cell phone (618-407-3271), business phone (618-622-1230 x127), and business fax (618-622-1243). The 'About' section shows the spouse is John, the birthday is 08/29, the member since date is 07/25/2005, and previous years is 0. Hobbies listed are golf, wine tasting, and travel. The 'Edit Member' link in the left sidebar is highlighted in yellow.

- 3) Go to “Edit Member” as highlighted in above image

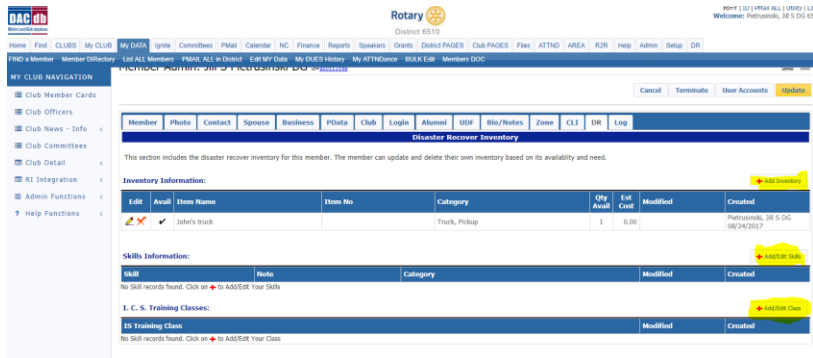
The screenshot shows the DAC 'Member Admin' page for a member profile. The page title is 'Member Admin: Jill S Pietrusinski DG'. The member ID is 6362235. The member type is Active. The prefix is Ms. The first name is Jill, the middle name is S, and the last name is Pietrusinski. The suffix is DG. The gender is Female. The badge information shows the badge/nick name is Jill, the badge title is empty, and the badge number is empty. The 'Contact' tab is highlighted in yellow.

- 4) Go to “Contact” as highlighted in above image

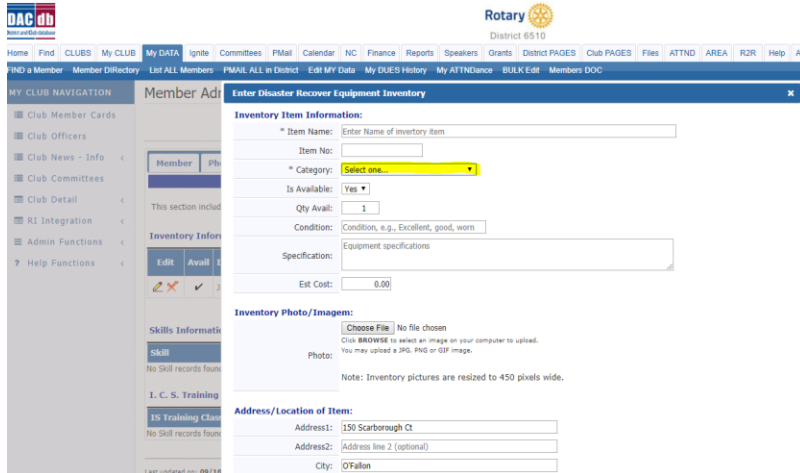
The screenshot shows the DAC 'Contact' page for a member profile. The page title is 'Contact'. The member's name is Jill S Pietrusinski DG. The contact information includes a home phone (618-407-3271), office phone (618-622-1230 x127), fax number (618-622-1243), cell phone (618-407-3271), and cell carrier (AT&T). The toll free number is 866-450-0524. The emergency contact is John Pietrusinski (618-402-0053). The contact preferences include preferred email (jspietrusi@yahoo.com), preferred address (150 Scarborough Ct), CC billing address (150 Scarborough Ct), home address (150 Scarborough Ct), office address (1722 Corporate Crossing), and dues email address (jspietrusi@yahoo.com). The internet information shows private (Public - list in directory) and opt out (No).

- 5) Enter Cell phone AND carrier – as well as current email address, update anything else desired

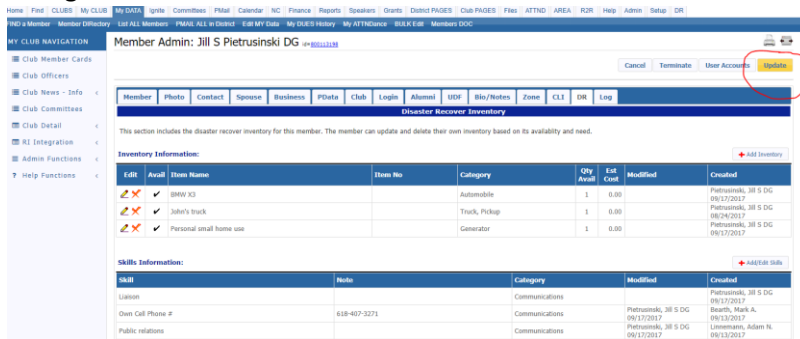
- 6) Go to DR tab where you will see 3 areas to enter data – Inventory, Skills and Classes



- 7) Choose “Add item” in each section and suggest choosing “category” first to see selections then add your description in the top item name field you MUST **CHOOSE SAVE AT BOTTOM** after data entered



- 8) When finished with all 3 sections – Inventory, Skills and Classes choose **“UPDATE”** to save changes



That's it! We appreciate your verification of data and participation in the Disaster Resource information in the event of a future need.

Jill Pietrusinski – Governor District 6510 2017-2018