

# How to Add an Individual's Phone Number

This guide will provide written instructions on how to add somebody's **phone number** in GAIL.

To add a **phone number**:

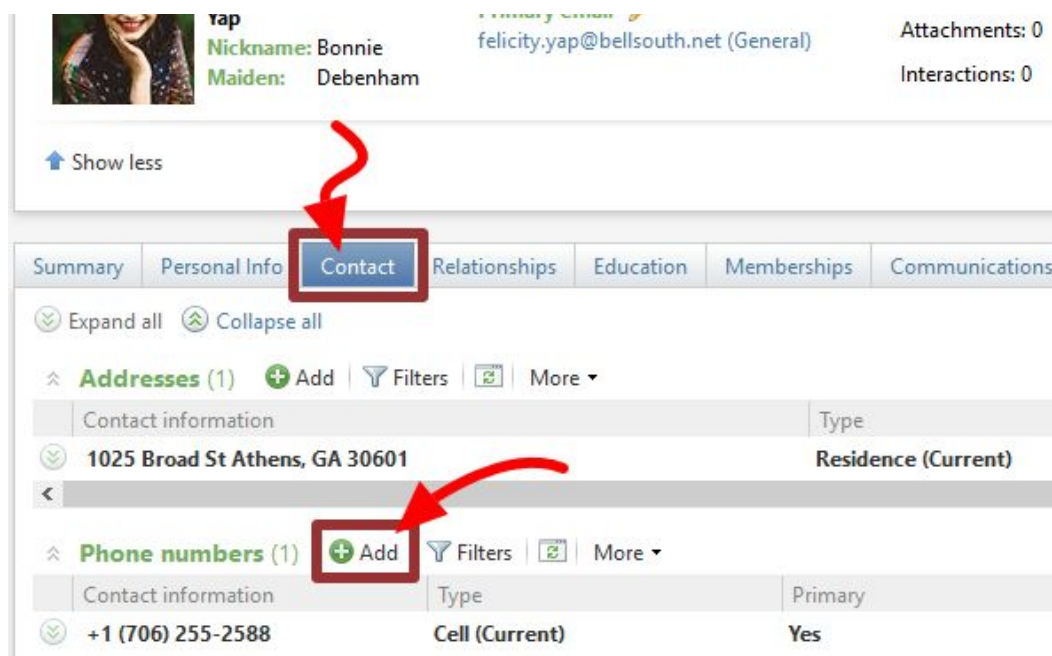
## Step 1

Perform a **constituent search** for the individual whose phone number you would like to update and click into their **constituent profile**.



## Step 2

In their profile, click on the **contacts** tab and then find the **phone numbers** section and click **add**.



### Step 3

The *add a phone number* dialog box will appear.

**type** — choose the type of phone number from the **drop-down** menu, like *business* or *residential*

**number** — type the actual phone number

**start date** — enter today's date (under the *phone information* section)

If this phone number is a primary contact number for the constituent, check the **set as primary** box.

- If the individual does not have a phone number in the system, this box will be checked by default.

### Step 4

For **information source** please select **your department** from the drop-down menu.

Once you've entered all information you have in the dialog box, hit **save**.