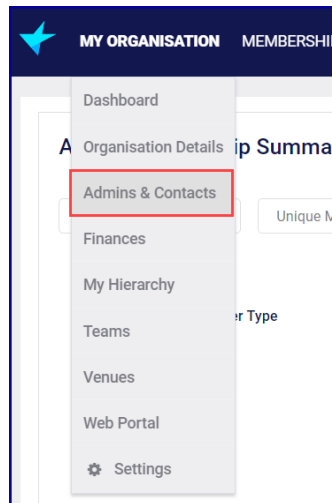# How do I add a primary contact for My Organisation?

Last Modified on 07/10/2019 3:22 pm AEDT

> **NOTE:** Before you make someone a primary contact, they must already exist in Admins & Contacts.

Hover over **My Organisation** and select **Admins & Contacts.**



Click **Edit Row** at the end of the line **you want to edit.**



Check the box under the **Is Primary** column and click **Save.**

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