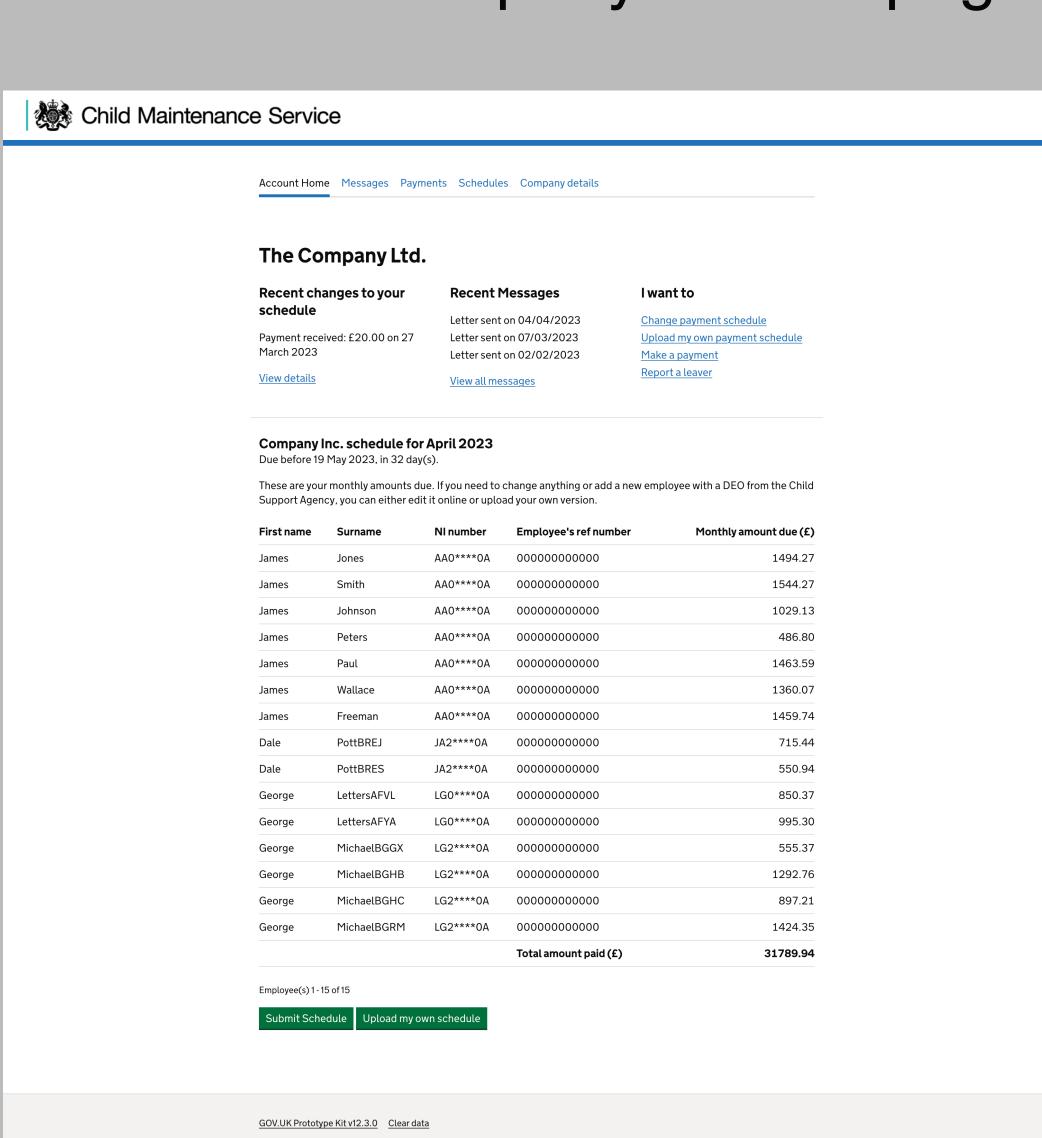
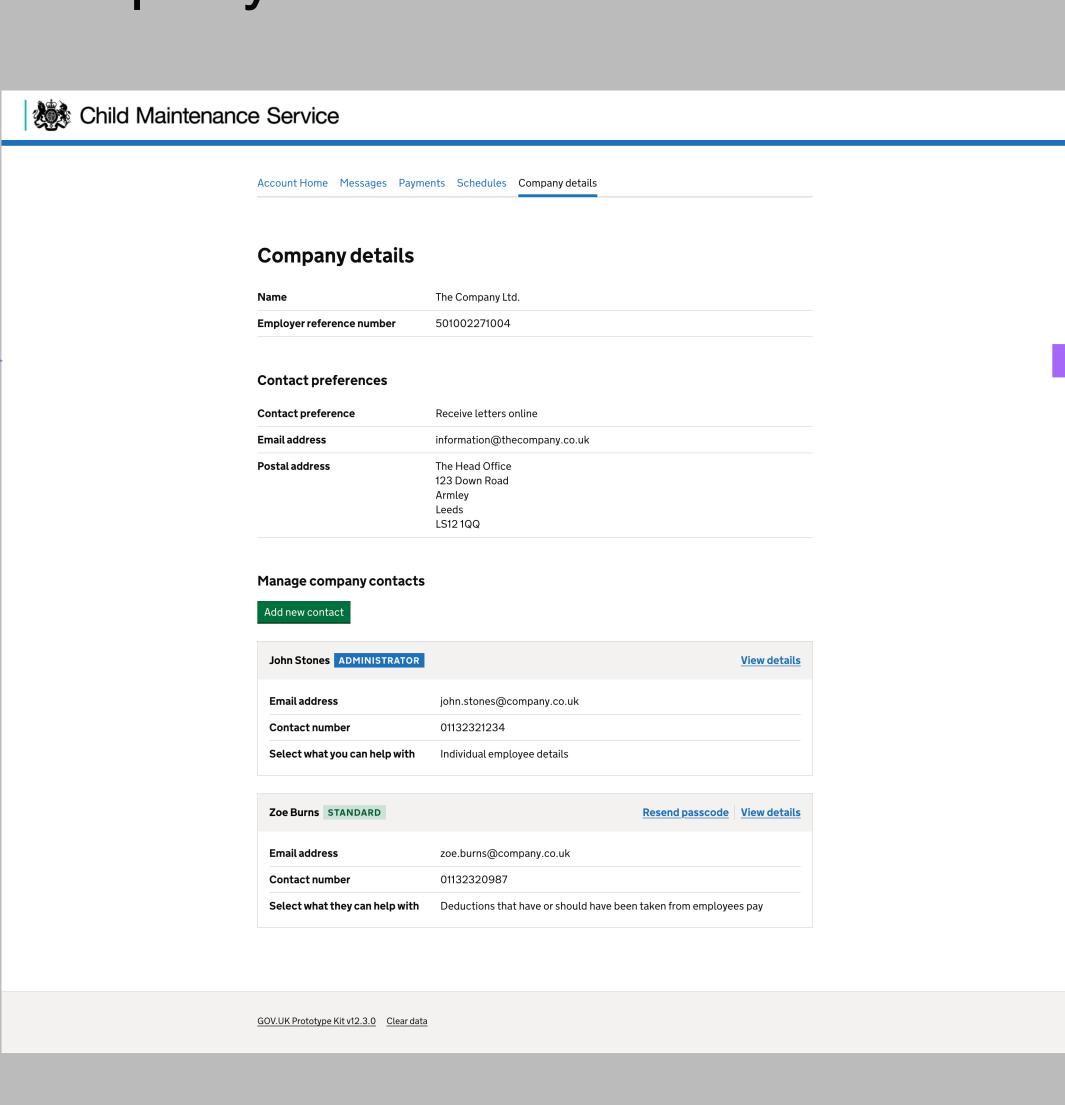
Admin user creates a 'Department ' contact for the employer account - Part 1

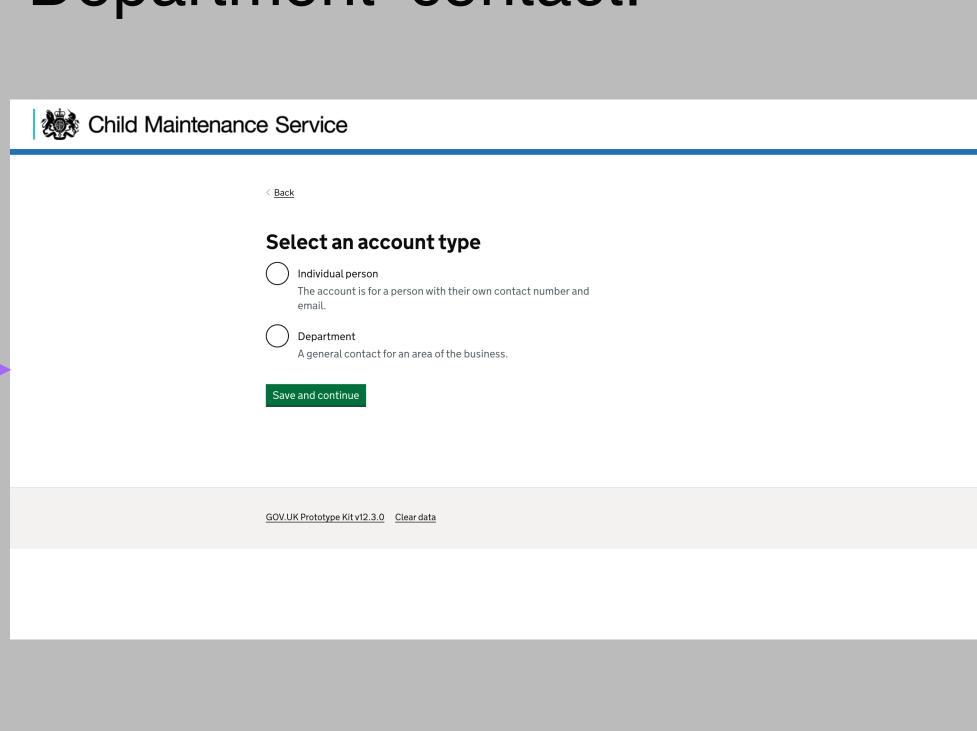
The admin user signs into the Child Maintenance Service and lans at their Company account home page. They click the navigation link to access the 'Company details' page.



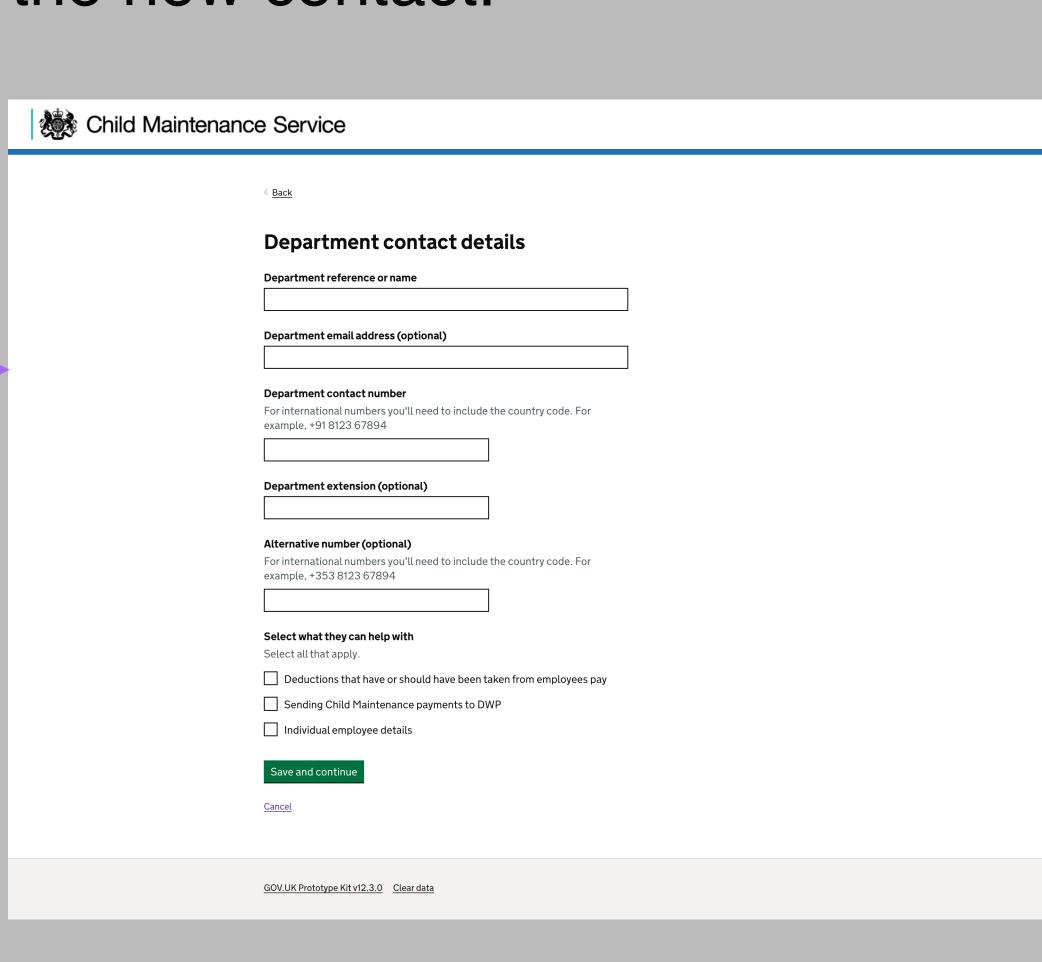
On the 'Company details' page they click the 'Add a new contact' button to add a new person to the company account.



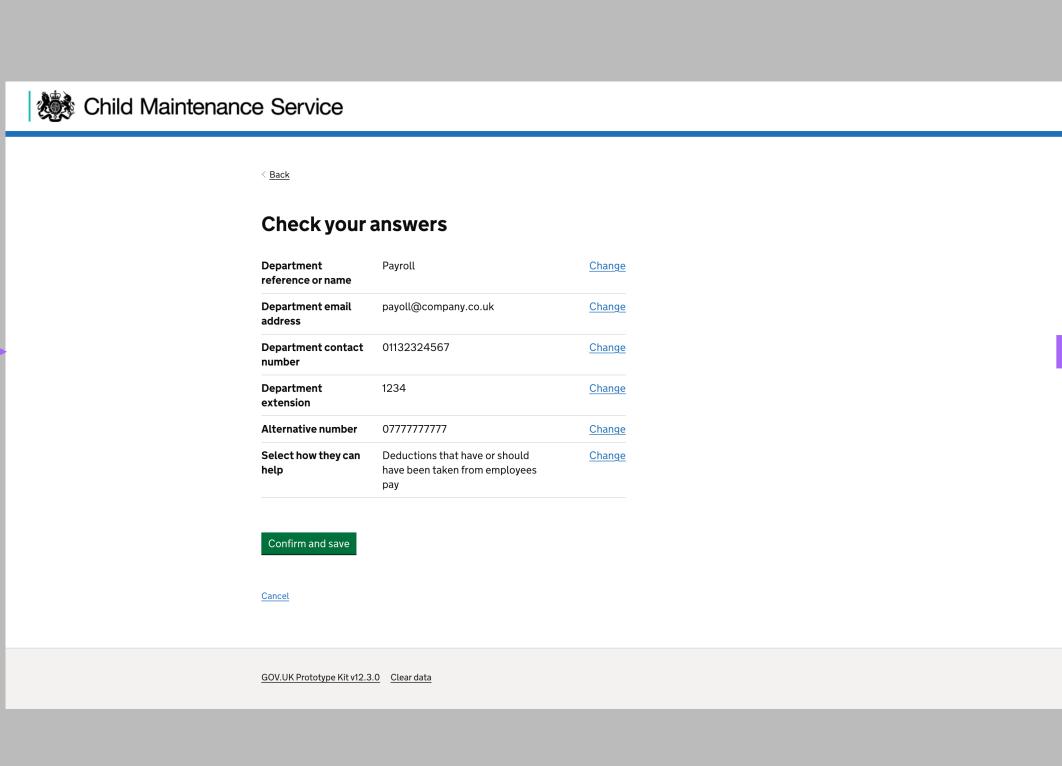
The Admin user selects if the new contact will be an 'Individual' or 'Department' contact.



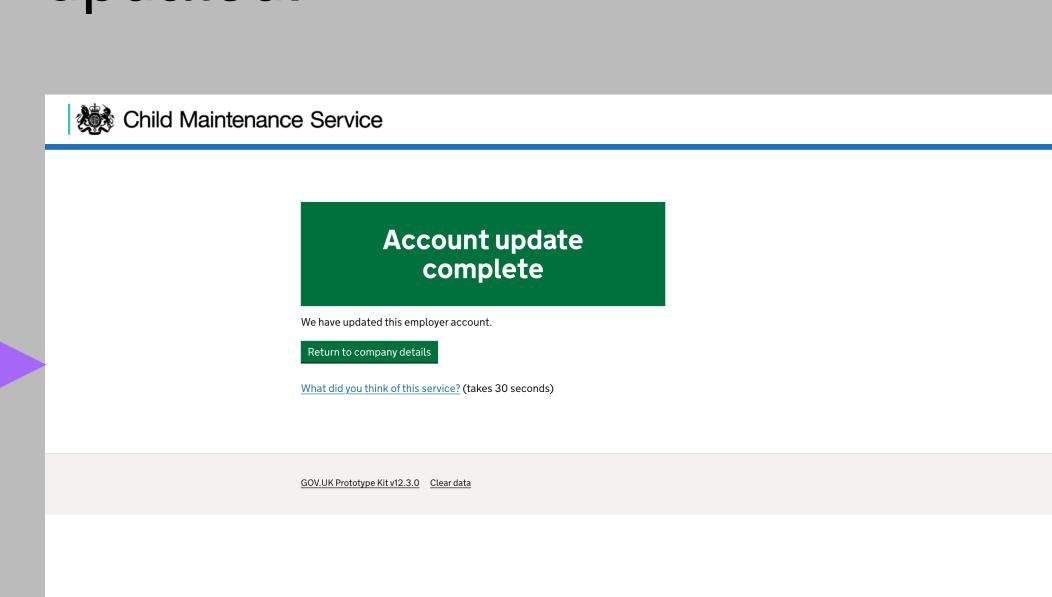
The Admin user completes all details and contact information for the new contact.



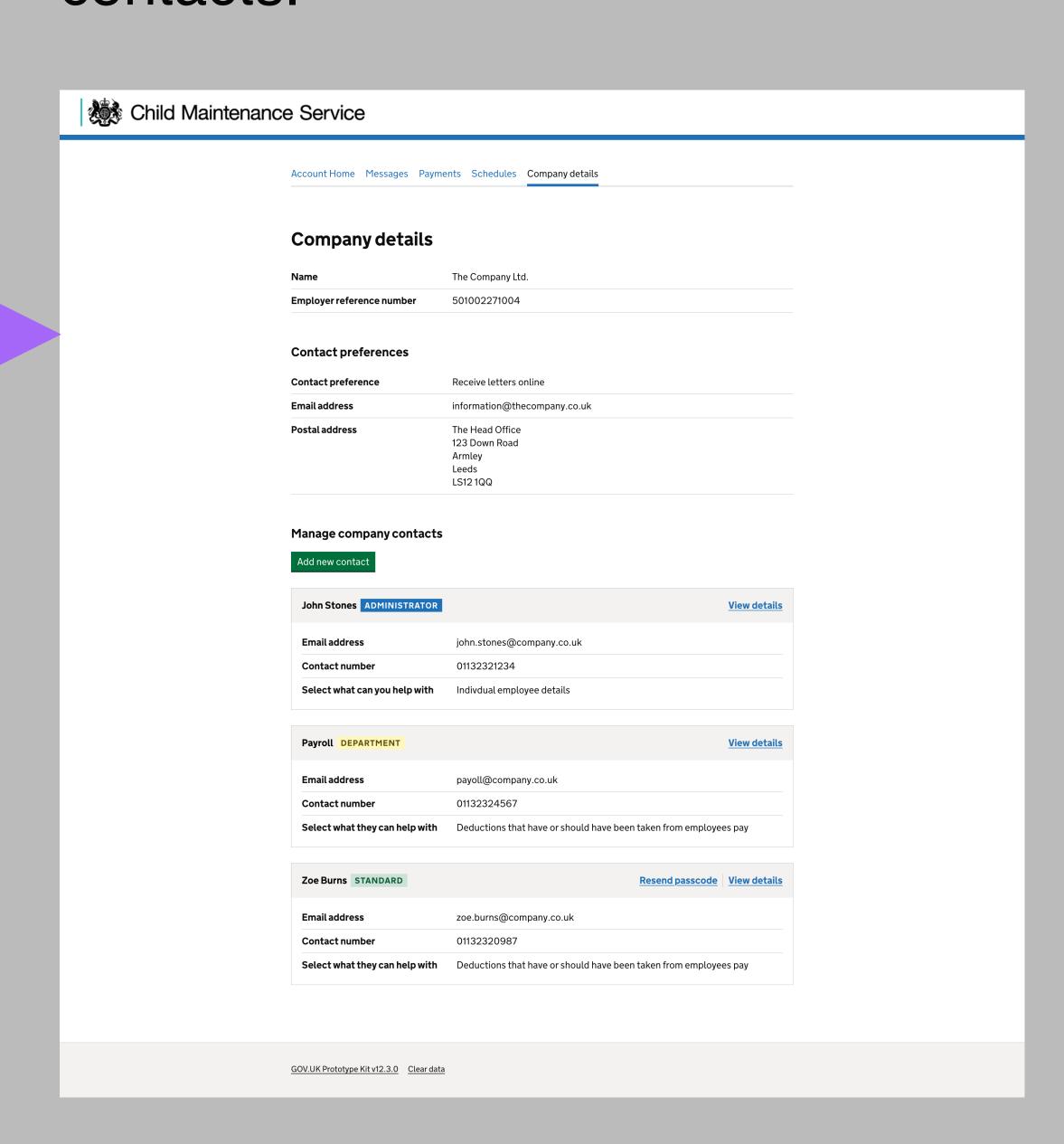
The Admin user reviews the details and clicks confirms when all are correct.



The Admin user receives a 'Confirmation' screen advising that the Employer account has been updated.

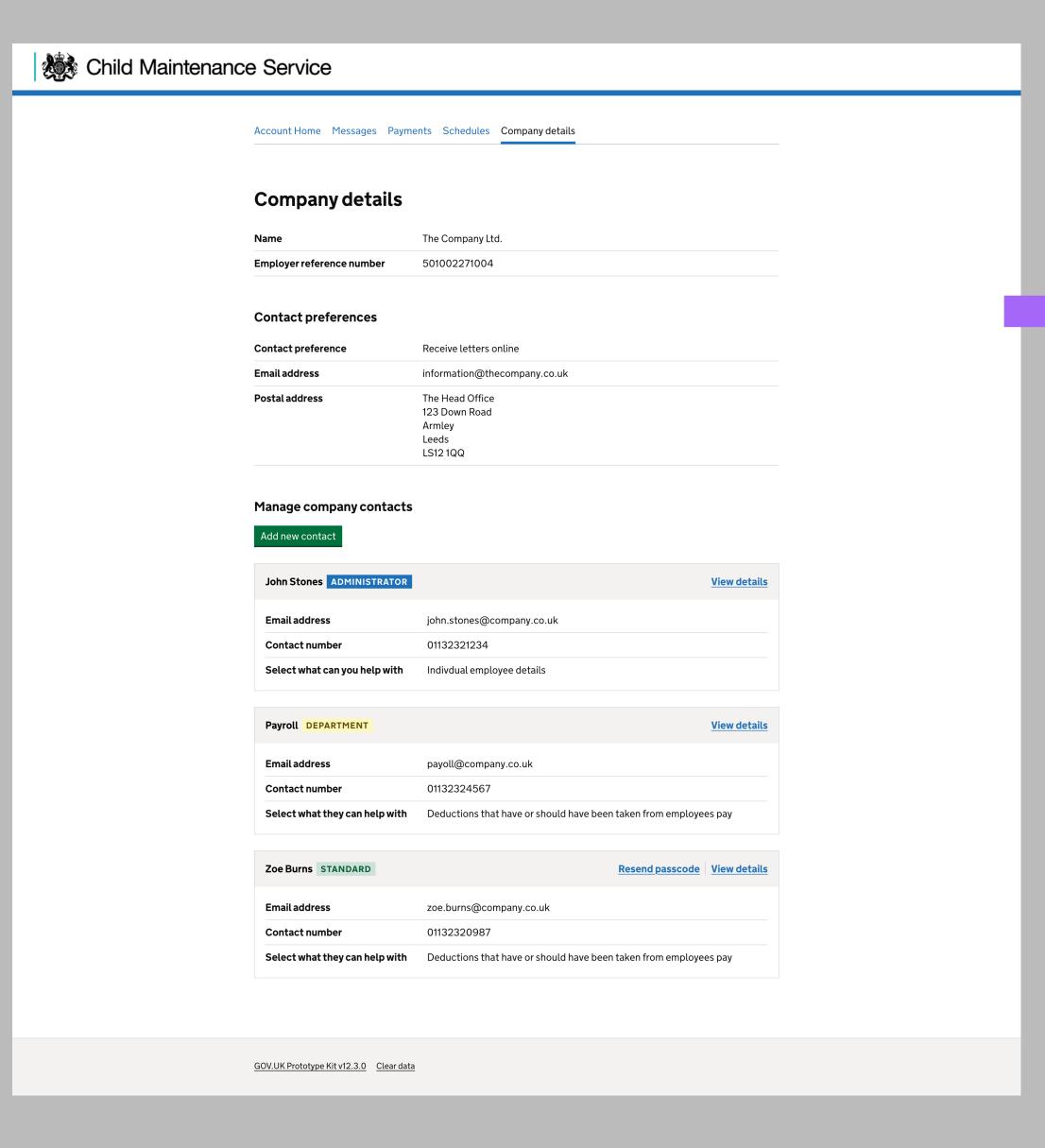


The Admin user retruns to the 'Company details' page with the new contact added to the list of contacts.

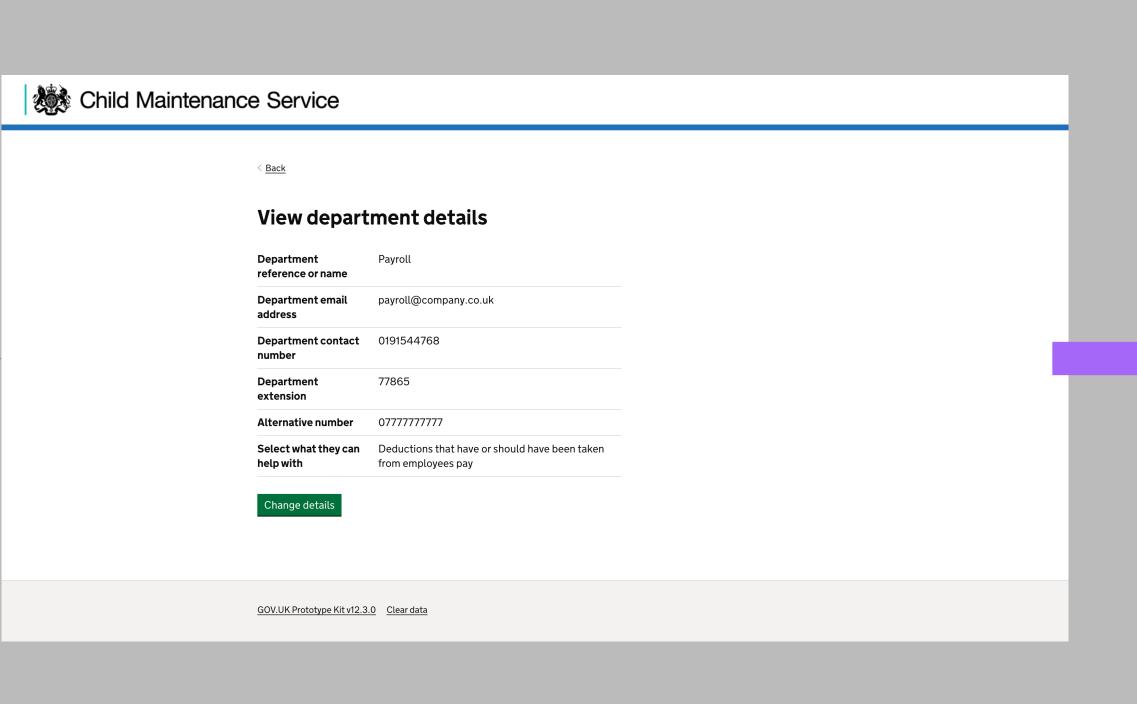


Admin user edits a 'Department ' contact for the employer account - Part 2

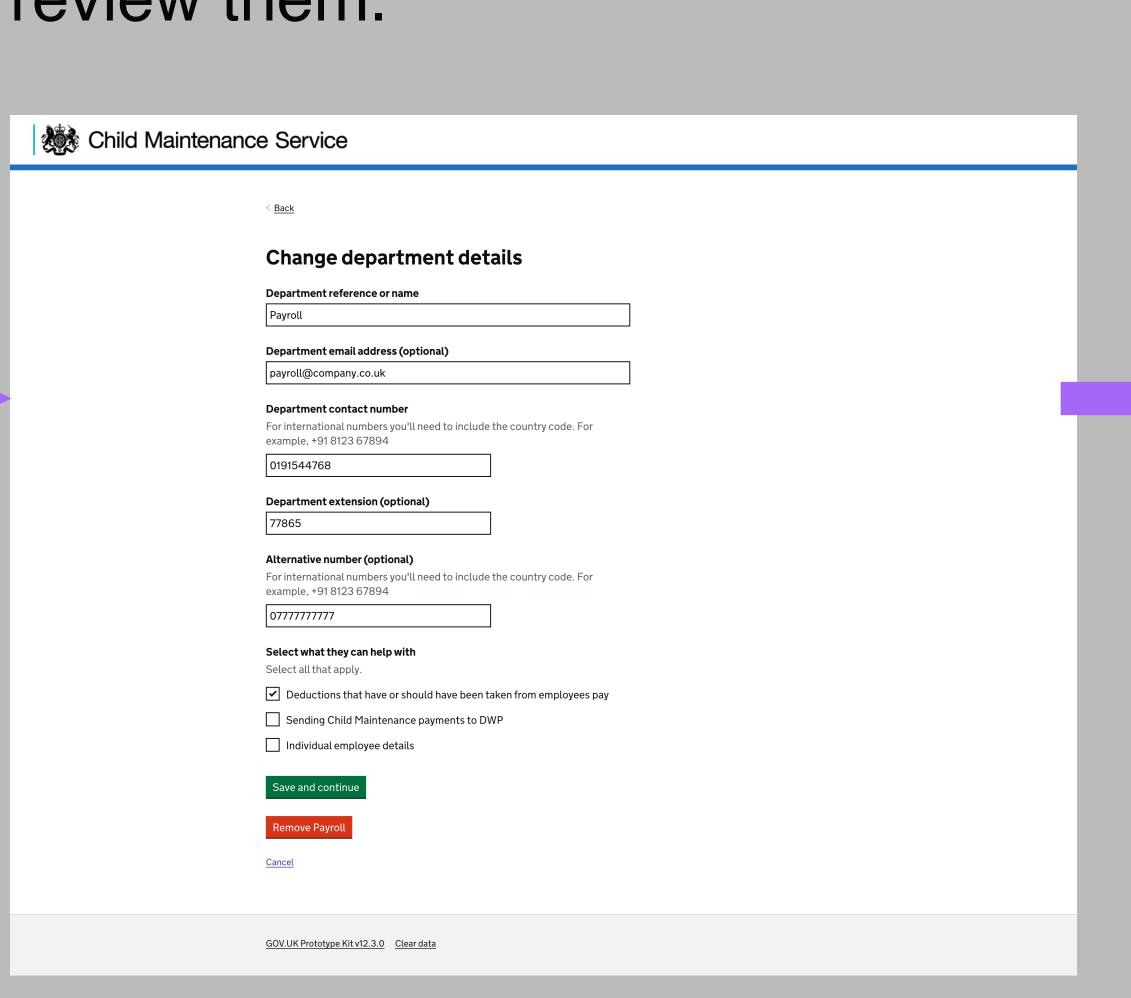
On the 'Company details' page they click the 'View details' link of the contact they need to edit details.



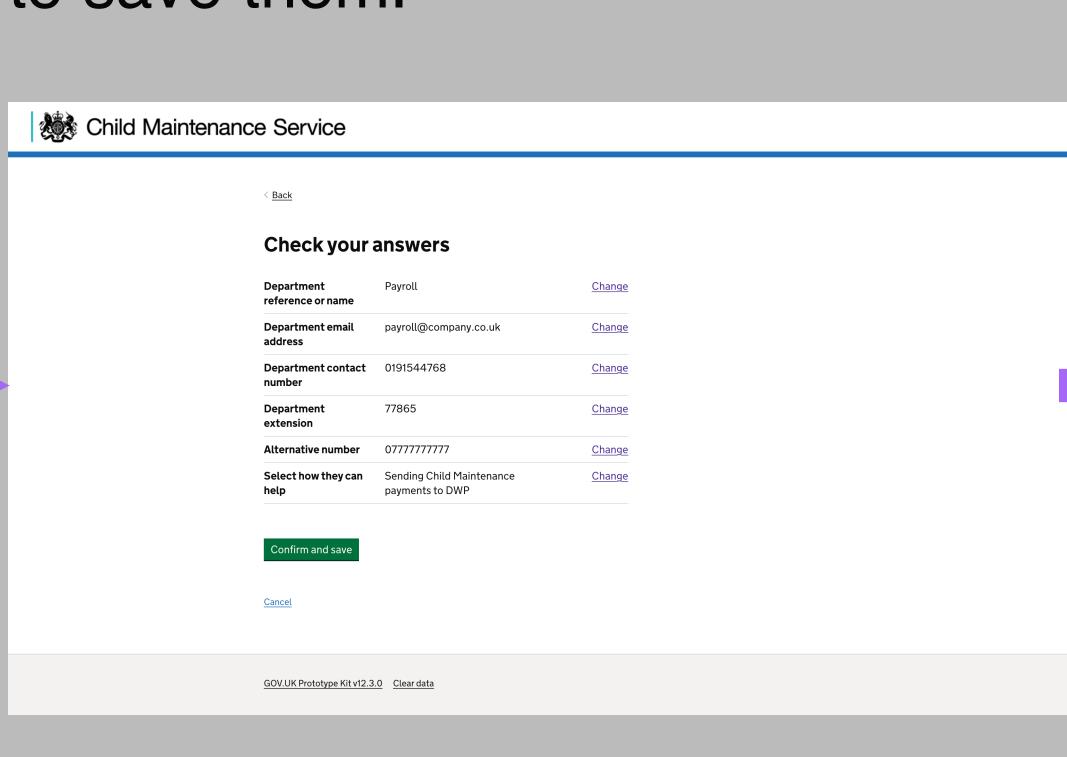
The admin user reviews the contacts details and clicks the 'Change details' button to enter the editable details screen.



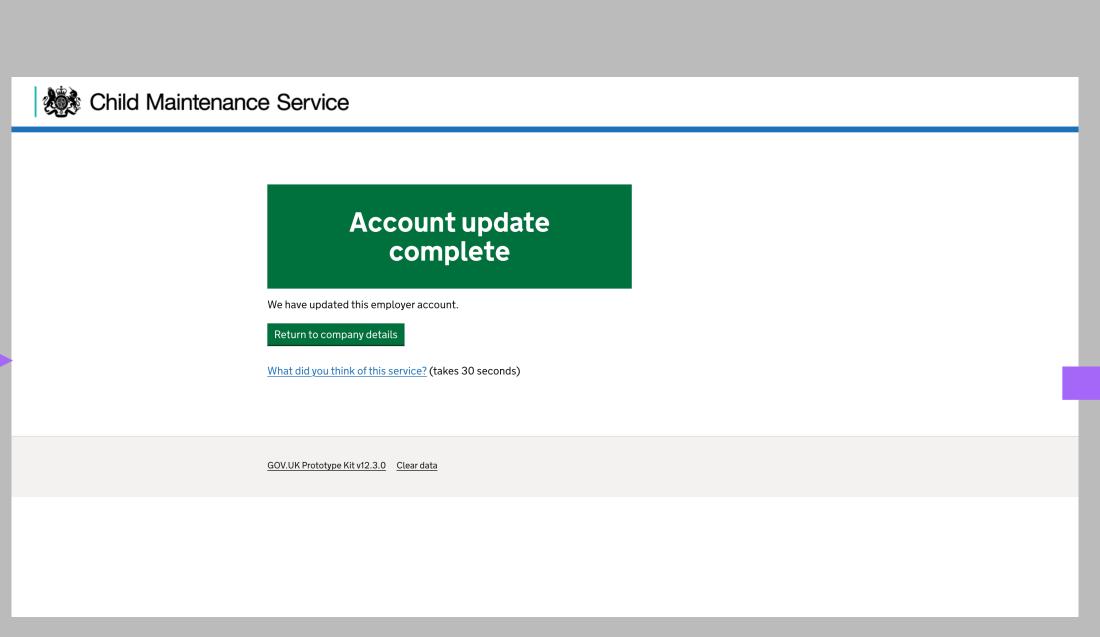
The admin user makes changes to the contacts account and clicks to review them.



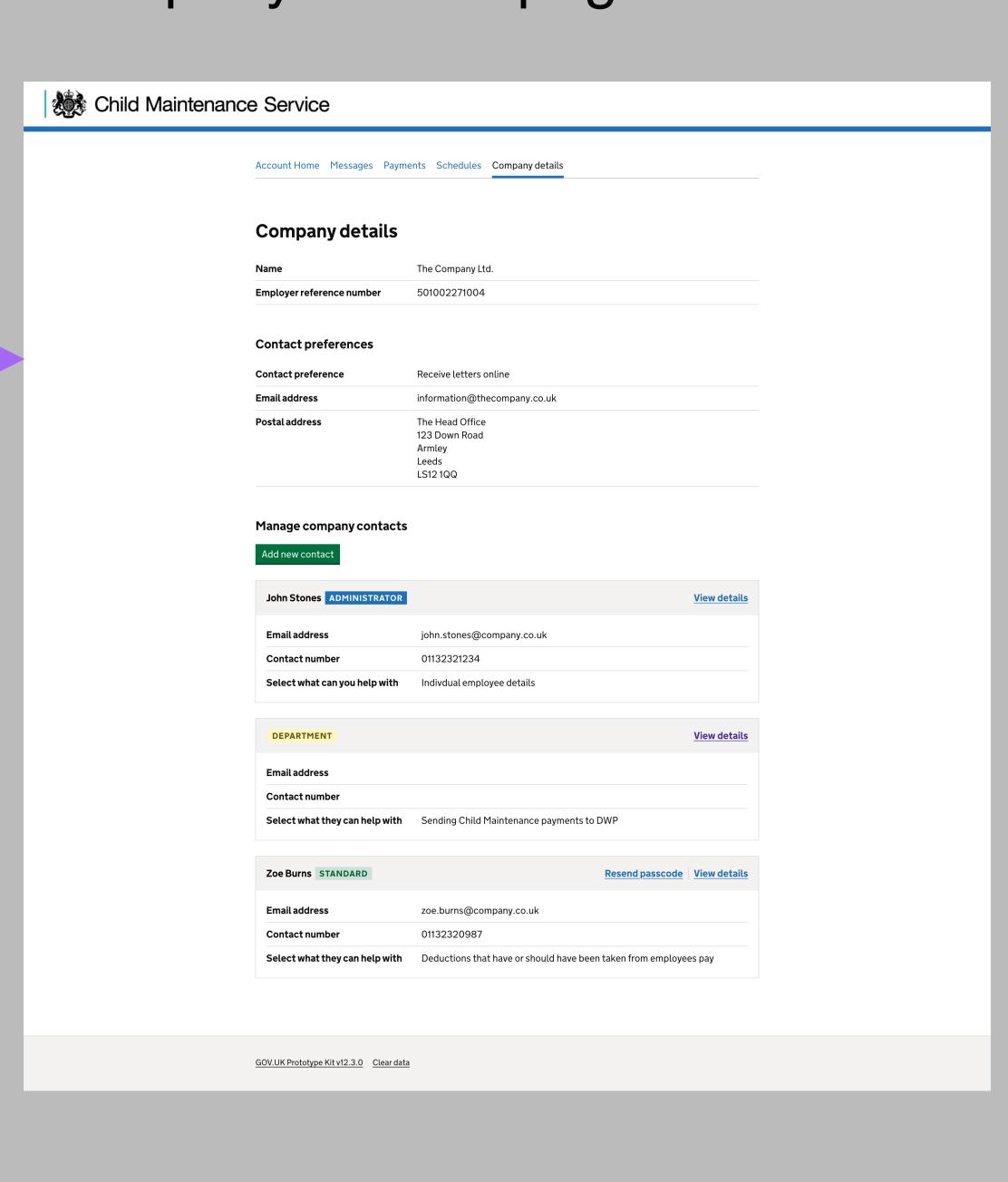
The admin user reviews the changes they have made and clicks to save them.



The Admin user receives a 'Confirmation' screen advising that the Employer account has been updated.



The Admin user retruns to the 'Company details' page.



Admin user deletes/removes a 'Department ' contact for the employer account - Part 3

Child Maintenance Service

On the 'Company details' page they click the 'View details' link of the contact they need to edit details.

Child Maintenance Service

The admin user reviews the contacts details and clicks the 'Change details' button to enter the editable details screen.

The admin user views the editable details screen and clicks the 'Remove user' button.

The admin user reviews the deletion details for the contact and clicks the 'Remove' button.

The Admin user receives a 'Confirmation' screen advising that the Employer account has been updated.

Child Maintenance Service

The Admin user retruns to the 'Company details' screen with the contact removed from the Employer account.

Child Maintenance Service