

**YOUR CONTACTS SERVICE**

**USER GUIDE FOR CITIZENS**

## INDEX

1.	YOUR CONTACTS	2
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## 1. YOUR CONTACTS

On the Homepage, by clicking on 'Hello SURNAME NAME' and then on 'Your Contacts', you can enter your contacts. In particular, if you wish to send a 'Request for data correction' or a 'Declaration of residence', you must have a **'validated'** email address; even if you have requested certificates via the National Registry (ANPR) Portal and wish to receive them by email, you must have a validated email address.

Once on the page, you must enter a valid email address and telephone contact details if these are available;

Select the 'Save' button after entering the email address.

A message prompts you to check your inbox to validate the email via the link that was sent to you. Sending may take a few minutes. Please also check your SPAM or junk mail folder.

Select the link in the e-mail delivered to the e-mail account indicated.

Returning to the 'Your Contacts' page, your email is validated.

Please enter a telephone number. If you wish to enter a second contact, select the 'Add' button.

Select the 'Save' button after entering the telephone numbers.