

How to Make a Phone Number Primary

This guide will provide written instructions on how to mark a constituent's existing phone number as **primary**.

- For instruction on how to *add a phone number*, please see our guide: [How to Add and Individual's Phone Number](#).

To make a phone number **primary**:

Step 1

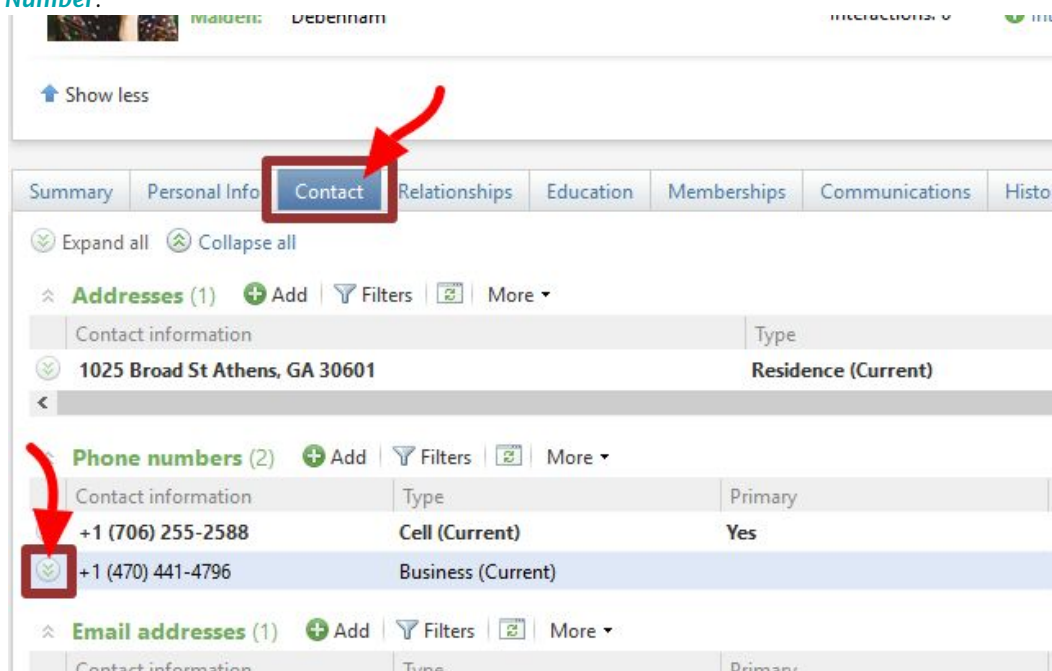
Perform a **constituent search** for the individual whose phone number you would like to update and click into their **constituent profile**.



Step 2

In their profile, click on the **contacts** tab and then find the **phone numbers** section. Click **double downward chevrons** next to the phone number you wish to make primary.

- The **current primary phone number** is the one in bold, it will say *yes* in the column labeled **primary**.
- If you need to add a new phone number, please check out our guide: [How to Add an Individual's Phone Number](#).



Click **edit**.

Phone numbers (2) + Add Filters More

Contact information	Type	Primary
+1 (706) 255-2588	Cell (Current)	Yes
+1 (470) 441-4796	Business (Current)	

Edit Delete

+1 (470) 441-4796 1/1/2001 - Present
United States
Information source: Development

Step 3

The *edit phone number* dialog box will appear. To mark this number as primary, check the box that says **set as primary phone number**.

Edit phone number

Phone information

Type: Business
Number: (470) 441-4796
Country: United States
Call after: hh:mm AM Call before: hh:mm AM
Start date: 1/1/2001
End date: mm/dd/yyyy

Set as primary phone number
 Do not call this phone number
Reason: Disconnected
 This phone number is confidential

Seasonal information

Start date: mm/dd
End date: mm/dd

Phone source

Information source: Development
Comments:

Save Cancel

Then hit **save**.