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*.
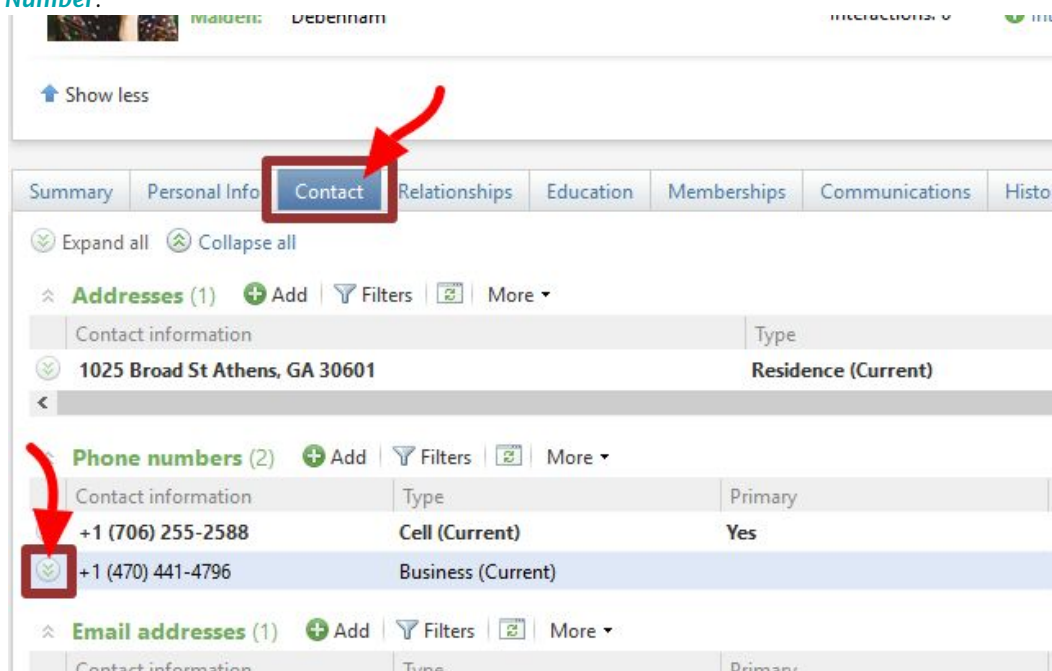
Click **edit**.

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

Then hit **save**.