1. Login to www.myror.org using your email and password
2. Click “Contacts” in the left toolbar
3. Under “CONTACTS” header, click “Add Contact”

4. The system will ask you to enter the contact’s name or email address to find existing names

5. If a match is found you will be alerted to a possible match
6. If the match is the correct person, click “choose this contact”

7. If not, click “Add a new contact”

8. Add the contact’s first name, last name, email address, phone number, credentials, specialty (either Family Practice, Other, Pediatrics) and job title.

9. Select the person’s role at the site from the dropdown.

10. When done, click the blue “Add Contact” button.