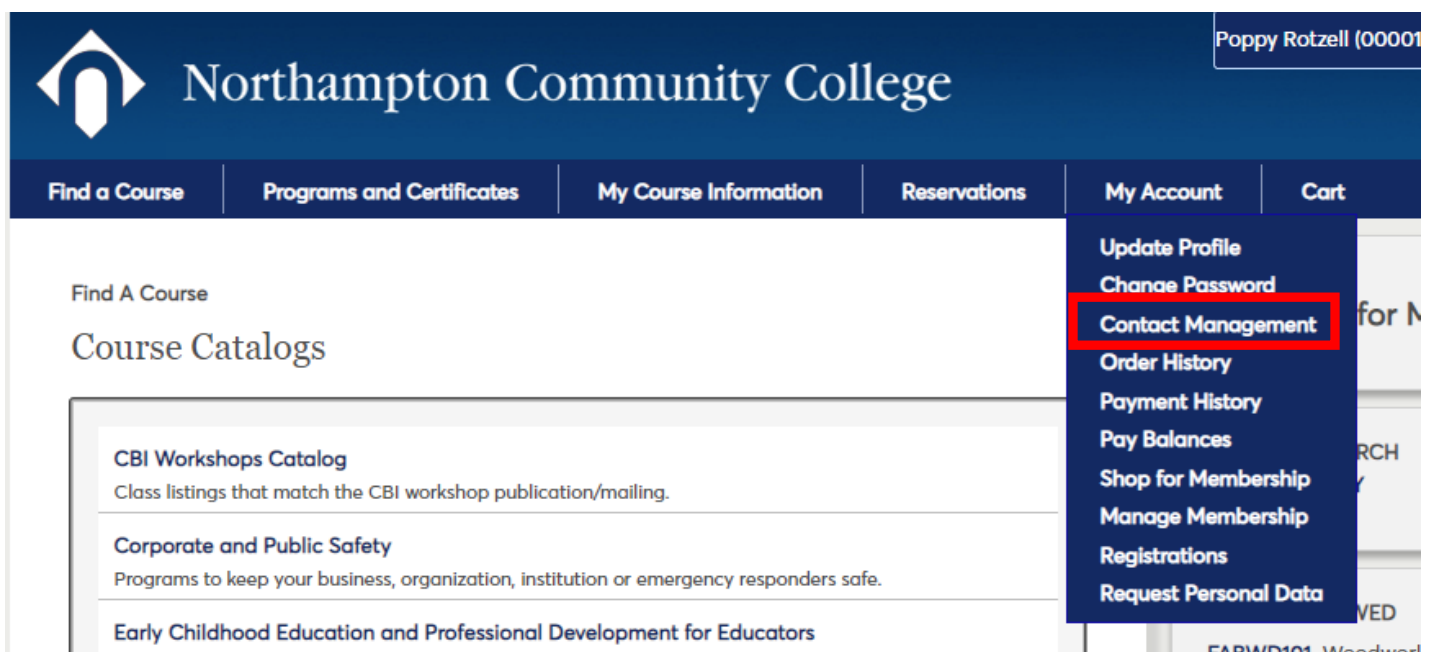


What is a Contact and How to Add to Your Account

A 'Contact' is defined as anyone who you associate with: a spouse, friend, neighbor, etc. Adding a contact to your LifeLearn account allows you to purchase non-credit classes for them.

1. Login to your LifeLearn Account
2. Hover over 'My Account' in the top menu bar and choose Contact Management



3. Click the 'Add Contacts' Button and complete all fields that contain the asterisk symbol (*). *Note:* it is important to fill in the person's actual birthday so our system does not generate two accounts for one person.
 - i. Relationship Definitions:
 - a) Child – anyone under the age of 16
 - b) Contact – spouse, friend, neighbor
 - c) Employee – if you plan on purchasing classes for your employees.
To learn about the benefits on becoming an Affiliate Organization, [click here](#)
4. Once all the information is entered, click Save.
5. Your contacts are associated with your account and you can purchase classes for them!