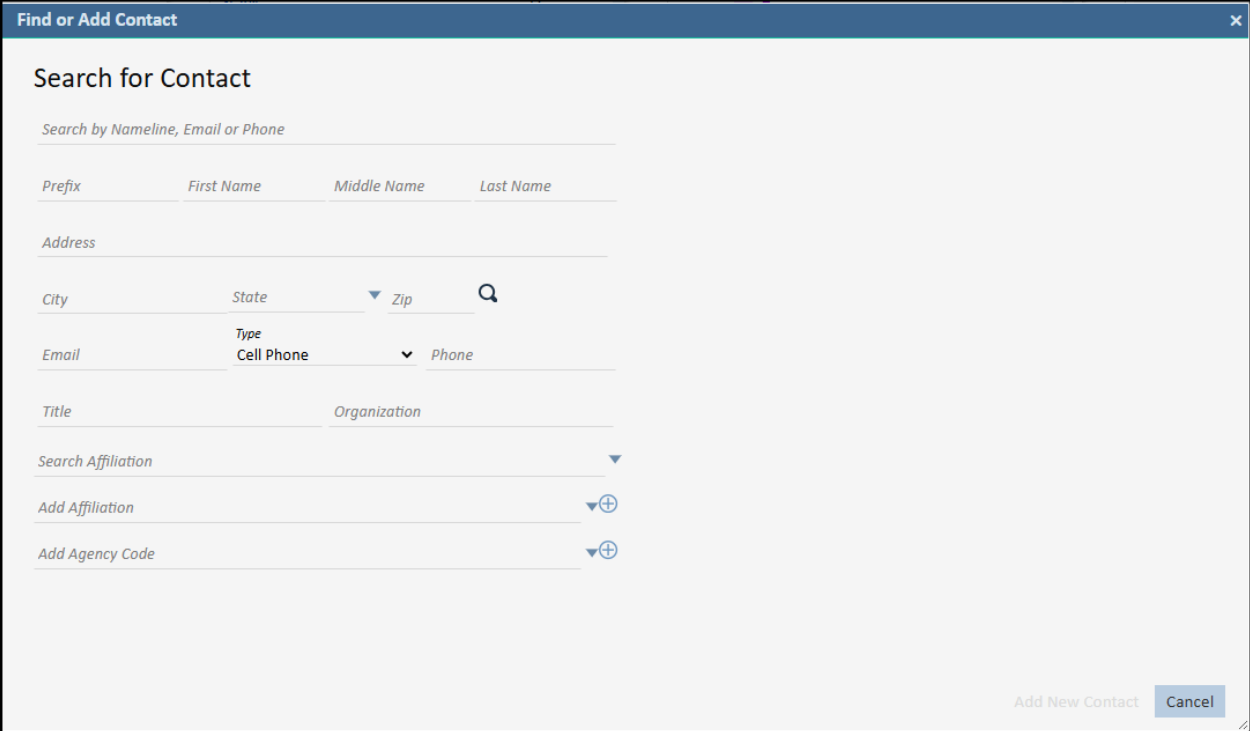# Creating/Searching for a Contact Record

Market: House, Senate

Description: These instructions teach users how to create a contact record in IQ5.

1. Click on the [icon] icon to Search for/Create a new Contact Record.

2. In the first line, search by **First/Last Name, Email or Phone Number**. If the Contact exists, the matching record will appear on the right-hand side as shown below:

Find or Add Contact

3. If no match appears, type in additional information such as the constituents **address, city, state, email, phone number, etc.** Each additional field will add to the search on your database, ensuring the contact does not exist and no duplicate will be created.

   a. *Note:** When adding in the address information, click on the [🔍] icon to verify the constituents address and see their District. Address Verification will still occur if you do not click this button and instead click on "Create New Contact".

4. Click **Add Contact.**

5. The Contact detail window will open with the values entered previously. Click "Edit" to add in additional contact information including prefixes, salutation information, communication information (emails, phone numbers, etc.), Affiliation/Agency Codes, and address information.
   a. ***Note: Affiliation** codes on the **Name** tab are IQ customized codes for groups, demographics or organizations with which the contact is associated and can be used by your Communication team for better Outreach. Make sure to add them at the bottom of the **Name** tab!

Edit Contact   ✕

Aubrey Quorum

Name Comms Addresses More

				Appellation
Prefix ▼	First Aubrey	Middle	Last Quorum	Suffix ▼	

Formal Salutation

Informal Salutation
Aubrey

Household Salutation
Quorum and Family

Household Name
The Quorum Family

Couple Name

Couple Formal Salutation

Couple Informal Salutation

Birthday
mm/dd/yyyy 📅

Comments

ID#7184650
Row 1

Save & Close   Save   Close

Edit Contact   ✕

Aubrey Quorum

Name **Comms** Addresses More

Add Communication ⊕

🗑 Type Email ▼

Email
aubreyq@fakemail.com

Description

☑ Primary

🗑 Type Cell Phone ▼

Cell Phone
0987654321

ID#7184650
Row 1

Save & Close   Save   Close

NOTE: In the **Addresses** tab, be sure to add the **Street Name & Zip Code → Click the** 🔍 **icon** to have IQ5 automatically fill in and verify the address information. Also, click on **Business** next to **Address Type** if you want to record where a person works and what their title is there, along with the address of their place of work.