

Client Success Center

How to: Send Us a Message



Send Us a Message

Upload a File

Update My Info

Request a Call

Send us a new message

From the homepage, click the **Send Us a Message** button, and a window will pop up.

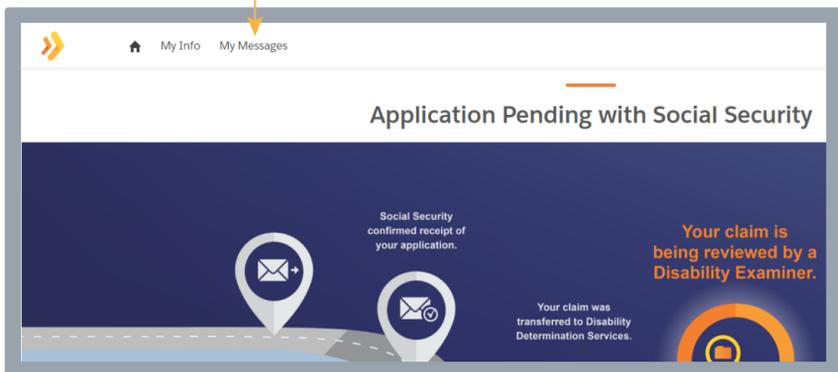
Type your message in the text box.

When finished, click **Send**.

Your message will be sent to your advocate. If a response is necessary, your advocate can respond to the message through the portal. You will be notified by email when your advocate responds.

View new messages and previous conversations

From the homepage, click **My Messages** in the top left menu.

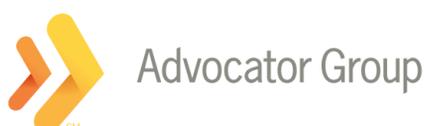


You can find all of your portal communications, send us a new message, and reply to an existing conversation from this page.

Send us a message.

Reply to an existing conversation.

Any messages or replies you submit through the portal will be logged on the **My Messages** page, and again, your advocate will be notified of all your submissions.



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