

## **I am now going to be the key contact for the membership. How can I change this?**

**Only the current key contact can designate additional key contacts.** Please follow these steps:

- Go to [My Profile](#) .
- Click on **My Organization**.
- Click on **Org Members**.
- Find the appropriate name of the new key contact, and toggle the **Is Key Contact** switch

to **ON**.

If the original key contact is no longer with your company/practice/school, please contact the OSAP Office at [office@osap.org](mailto:office@osap.org) or +1 (410) 571-0003 to make this change.