


# Add, edit or delete a contact

1. Login to the [Project Workforce System](#).
2. Click **Project** title name.

HENNEPIN COUNTY MINNESOTA

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 Zachary Popehn

**Committed Project Workforce - Contractor Portal**  
 Projects for: *Popehn Construction*

Filter on project name

Filter on status  Active  Completed

Proj Nbr	Project ↑	PDF	Female	BIPOC	Total	% Female	Female Goal	% BIPOC	BIPOC Goal	WEP hours	DOCCR hours	Contractors	Submitted
9718	Clomon Estate Renovations		2	3	4	60	21	80	32	60	0	4	2
01James Bedroom Complete	James Bedroom Complete		3	7	8	18	20	52	32	120	80	6	2
3245	Ken test project		2	2	3	62	20	66	32	45	0	3	1
545454	Linden Hills Library		0	0	1	0	20	0	32	0	0	2	1
8675309	Popehn Test 2		1	2	3	9	20	48	32	0	0	1	1

Items per page:  1 - 5 of 7

3. Select your name in the Contractor list.

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	★ Cab1 James 3	0		7	52	3	18	7	120	80	11/17/2022	
⊘	Fake Contractor	1	Cab1 James 3	0	0	0	0	0	0	0		
⊘	Hennepin Test Vendor	2	Popehn Construction	0	0	0	0	0	0	0		
+	Popehn Construction	1	Cab1 James 3	0	0	0	0	1	0	0	12/23/2022	<input type="button" value="Submit"/>
⊘	Sub Contractor James1	1	Cab1 James 3	0	0	0	0	0	0	0		

4. In the Edit Contractor box you can make the following changes:
- Enter a new email address to the **Primary e-Mail** field to change the primary contact
  - Click **Add eMail** to add a new contact
  - Click the **Remove** icon to delete an additional contact
  - Click the **Edit** icon to make changes to an additional contact

**Edit Contractor**

James B

Filter on c

★ is the p

View  
Emp

+ ★

○ F

○ H  
V

+ P  
C

○ S  
J

**Primary Contractor**

Contractor  
Popehn Construction

TIN  SSN

Primary e-Mail \*  
TestHennepin@yahoo.com

**Additional Contact Emails**

Email List

TESThennepin@gmail.com	Edit	Remove
------------------------	------	--------

Add e-Mail +

Save Changes Close

5. Click **Save Changes**.