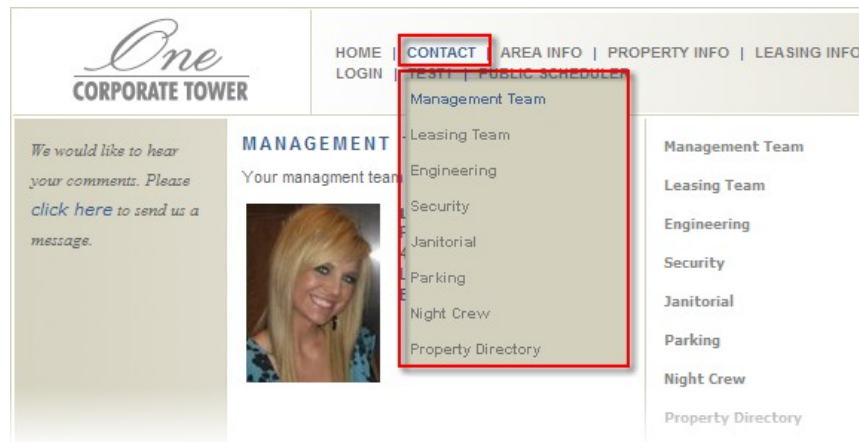


Contact Section

[Control Panel > Content Manager > Contact Section](#)

About Contact Section:

The Contact Section of your Portal displays Portraits and contact information of selected staff (usually Non-Tenant Users), and is separated into various groups (e.g. **Management Team, Leasing Team, Engineering, Security, Janitorial, Parking, Night Crew**, etc.).



Note:

- Users must have already been created to add them to the Contact Section. If not, refer back to the *Control Panel*--> *Setup* --> *User Groups/ Tenant* --> *Non-Tenant User Groups (staff)* --> [Create Non-Tenant User](#) section of the AXIS Portal help handbook to **setup new Non-Tenant users** or **upload portraits**.