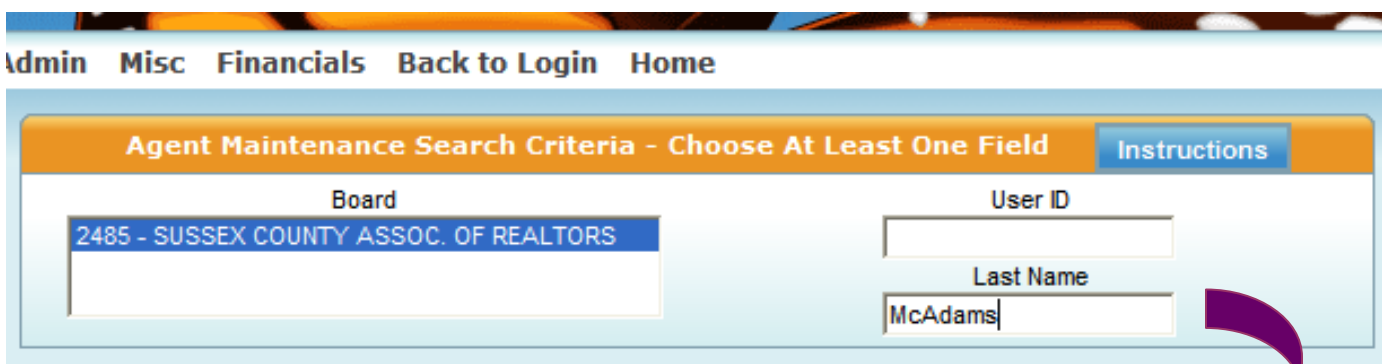


# Innovia Tips and Tricks!

Want to change your phone number, email or webpage in your Innovia profile?



Click on  
“Maintenance”  
and then on  
“Agent  
Maintenance”.



Do a search for yourself by user ID or last name and hit “Search” on the left.

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S	F	O	A	Name	Email	Mem	Login	Office
T	R	F	G			Type	ID	Phone
A	1	0	<a href="#">5598</a>	MCADAMS, OPAL LARA	<a href="mailto:opal@scaor.com">opal@scaor.com</a>	C	<a href="#">opa55mca</a>	(910) 855-2100



**Very important: You must click on your Login ID to access your profile. A common mistake is to click on the Agent ID on the left.**

LName:mcadams

Sort Results By   
Oneliner Display

Copy records

Name, Address, and General Information			
	Last	First	MI
Name:	MCADAMS	OPAL LARA	
Address 1:	23407 Park Avenue		
Address 2:			
City/State/Zip	Georgetown	DE	19947
Direct Phone: ex. 9999999999	3028552300 EXT. <input type="text"/>	Toll Free Phone: ex. 9999999999	<input type="text"/> EXT. <input type="text"/>
Fax: ex. 9999999999	3028552319	Cell Phone: ex. 9999999999	3023815049
Appointment Phone: ex. 9999999999	<input type="text"/>		
E-mail:	<a href="mailto:opal@scaor.com">opal@scaor.com</a>		Wireless E-Mail: <input type="text"/>
Web Page:	<input type="text"/>		



**Edit your information as desired and be sure to click on “Save” when you’re done.**