



REEFS: Alternative Contacts

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20 Aug 2020	1.0	Initial release of documentation

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1 ALTERNATIVE CONTACT

The Alternative Contact feature provides the ability to manage the way that automated communications are received from the Cayman Islands Monetary Authority.

Users with the **Industry Details role** will be able to access the Contact Management functionality of the REEFS Portal.

1.1 ADDING AN ALTERNATIVE CONTACT

1. Using your User Account, select the **“Organization Management”** tab from the navigation bar:

The **Organization Management** portal opens:

2. Select **“Contact Management”**
3. Select **“Add Alternative Contact”**

Cayman Islands Monetary Authority

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Alternative Contacts

Alternative Contact Type	Contact Information		
FAR confirmation email recipient	FAR_receipts@orgname.com	Edit	Delete
Primary Contact	CIMA_Contact@orgname.com	Edit	Delete
REEFS administration account owner	CIMA_REEFS_Admin@orgname.com	Edit	Delete
Sanctions Communications	FinancialSanctionsOfficer1@orgname.com	Edit	Delete
Sanctions Communications	FinancialSanctionsOfficer2@orgname.com	Edit	Delete

Add Alternative Contact

- Select the **Alternative Contact Type** from the drop-down list:

Alternative Contact Type REEFs administration account owner

Contact Information

Save Contact

Back to List

FAR confirmation email recipient	Enter an email address to receive the FAR confirmation emails for this organization.
Primary Contact	Enter the Primary contact for the organization (the organization can only have ONE primary contact so if one exists already, it needs to be deleted prior to entering a new one).
REEFS administration account owner	Enter the email address of the organization's REEFs administrator. (The organization can only have ONE REEFs administrator so if one exists already, it needs to be deleted prior to entering a new one).
Sanctions Communications	Enter an email address that should receive all sanctions communications. If the communications should go to several email addresses, each one should be entered on a separate record.

a. FAR confirmation email recipient:

An email address to receive the FAR confirmation emails for the organization

b. Primary Contact:

The Primary contact for the organization

(NB: the organization can only have ONE primary contact so if one exists already, it needs to be deleted prior to entering a new one).

c. Private Equity Fund Application

An email address to receive the Private Equity Fund Application emails for the organization

d. REEFs administration account owner:

The email address of the organization's REEFs administrator.

(NB: The organization can only have ONE REEFs administrator so if one exists already, it needs to be deleted prior to entering a new one).

e. Sanctions Communications:

An email address that should receive all sanctions communications. If the communications should go to several email address, each one should be entered on a separate record.

- Click **Save Contact**

1.2 EDITING AN EXISTING ALTERNATIVE CONTACT

- Under Contact Management click the **Edit** function to the right of the contact that you want to amend.
- Select the **Alternative Contact** type, if necessary
- Enter the new email address for **Contact Information**, if necessary
- Click **Save Contact**

1.3 DELETING AN EXISTING ALTERNATIVE CONTACT

1. Under Contact Management click the **Delete** function to the right of the contact that you want to delete.
2. Confirm the deletion:

