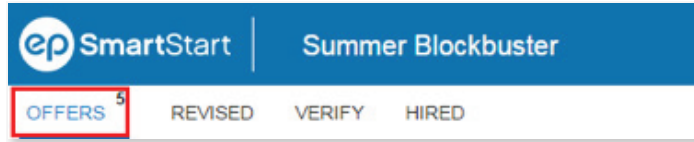


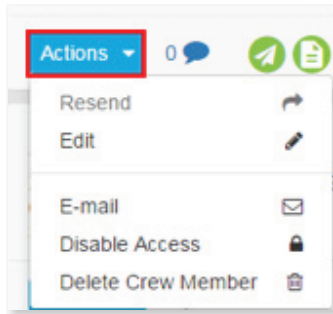
Modifying a Crew Member's Information

SmartStart will allow you to edit the information for a previously added crew member if additional details have been provided or changes need to be made, as long as the offer is still pending. To modify a crew member's information:

1. Click on the **Offers** tab.



2. Next to a crew member's name, click the **Actions** button.



3. Click **Edit**.



The **Edit Crew Member** window will be displayed.

4. Once you have made any necessary additions or changes, click the **Preview Update** button.



The **Employment Offer Summary** will be displayed.

5. If everything looks OK, you can either save the updated crew member information and send the new offer by clicking the **Save & Send Update** button, or you can just save the update and send the new offer later by clicking the **Save** button.

