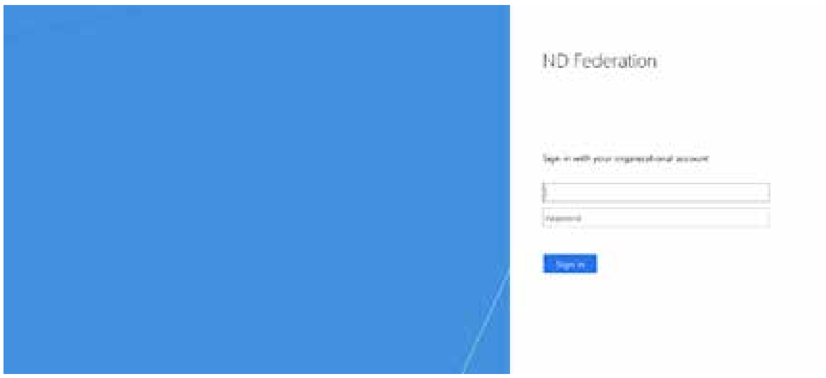
INSTRUCTIONS FOR CALL LISTS

Log into Assurance CM (continuity manager).

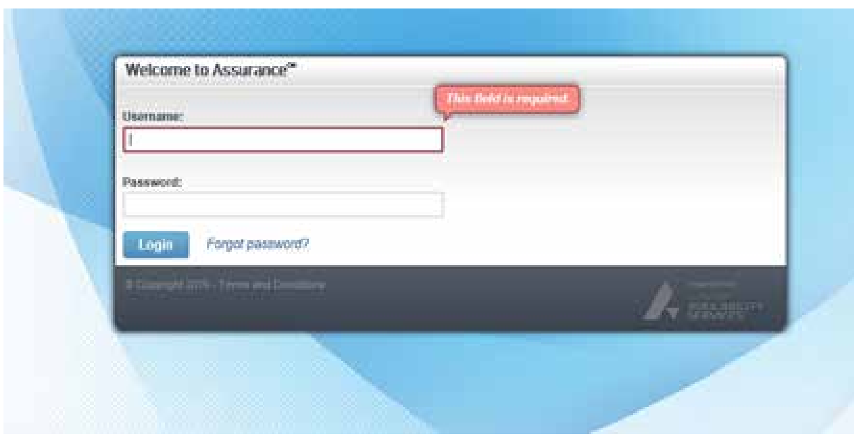
Those with *nd.gov emails* please go to: https://cm.assurancesoftware.com/snd

Your full email is your user name and then your network (i.e. computer, PeopleSoft) password.

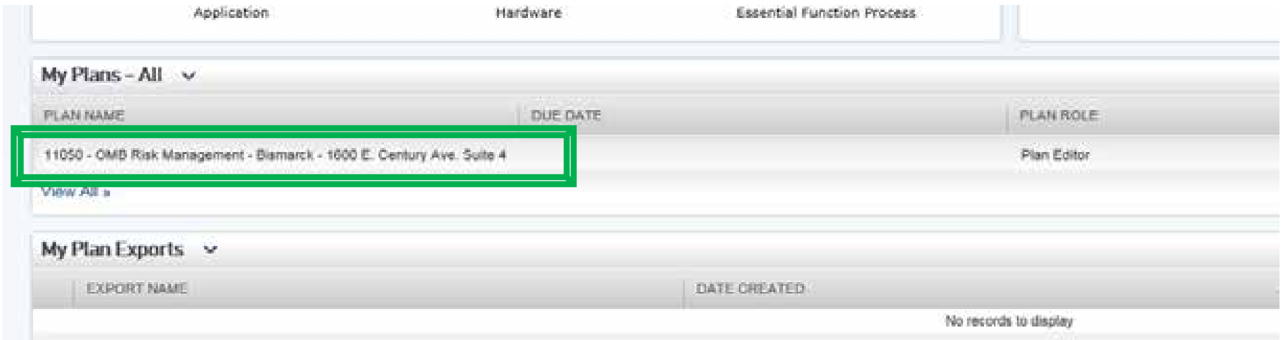


Those with *non-nd.gov emails* please go here: https://cm.assurancesoftware.com/logonlocal/snd

Your email is your username and then the password you have set up.

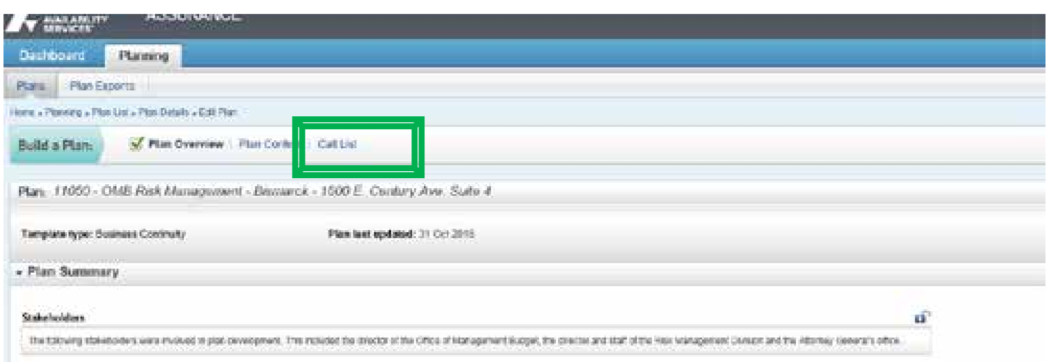


Click on the plan that you would like to update and/or add a call list to.

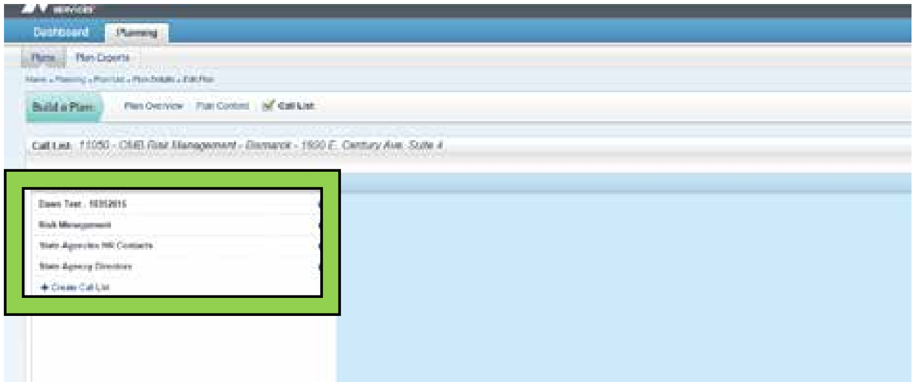


Then click on Edit Plan.

Then click on Call List



Select the call list you would like to update or modify. You can also select Create Call List, in order to start a new call list. Remember if you create a new call list you will need to let the Assurance NM administrator know so they can assign that specific call list to your account.



In order to add people to the call list click on Select People on the right side of the page.

Place check marks next to the employee(s) you would like to add to the call list. Then click on Apply Selections.

You have the option to move employees around if you prefer. Click to the left side of the employee record to move them around. Then be sure to hit Save or Save & Close. Once you have saved the information it should take approximately 15 minutes for the information to update in Assurance NM. Again if you have created a BRAND new call list please let the Assurance NM administrator know because that call list will need to be assigned to your account in Assurance NM otherwise you will not be able to see it. If you are just updating employee(s) there is nothing further you need to do.