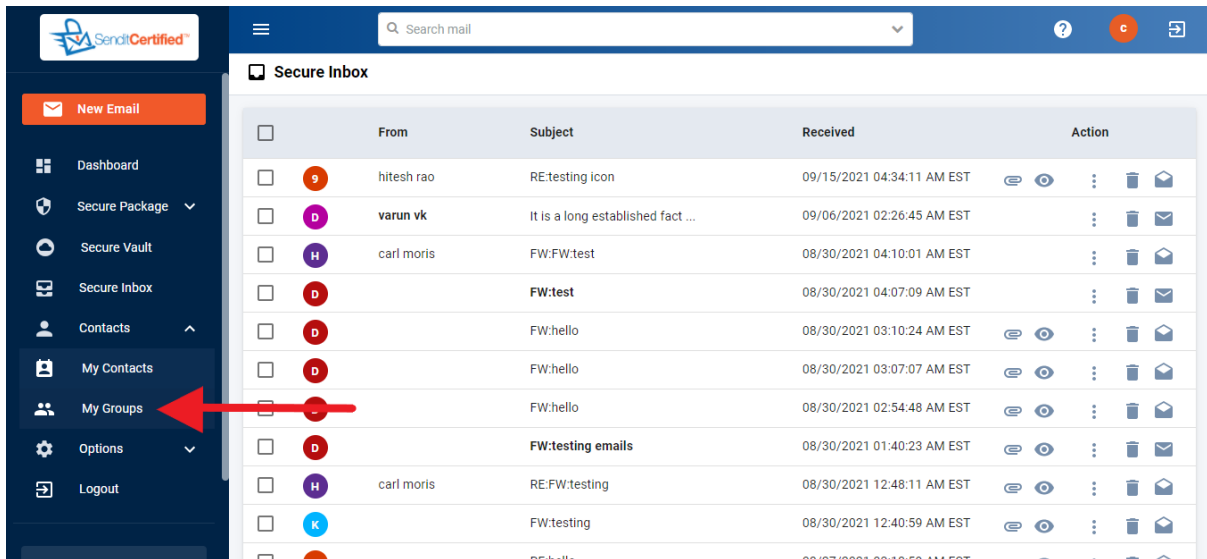
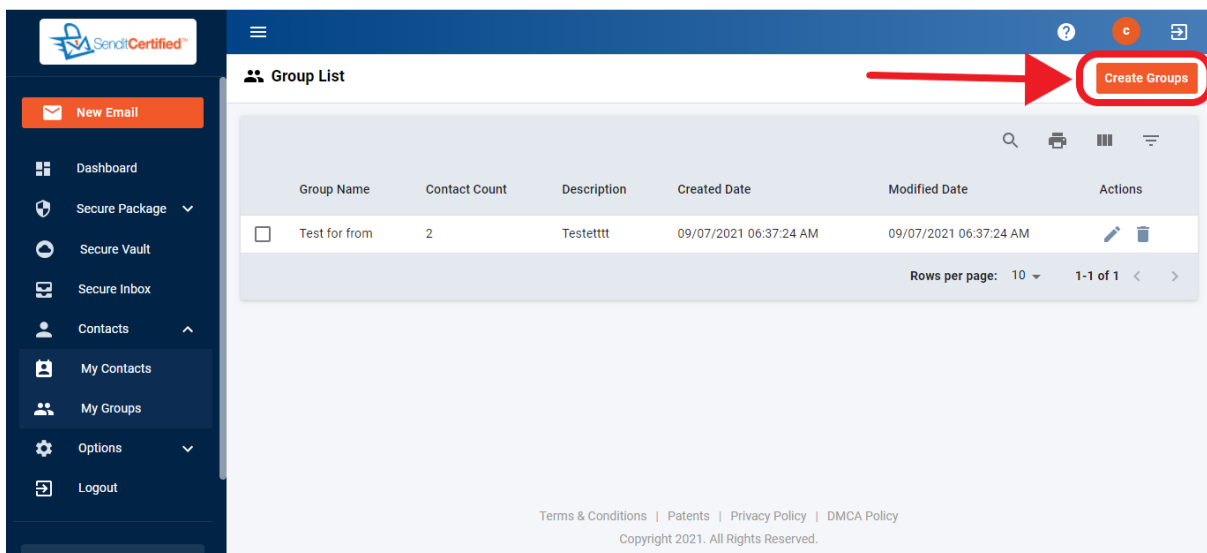


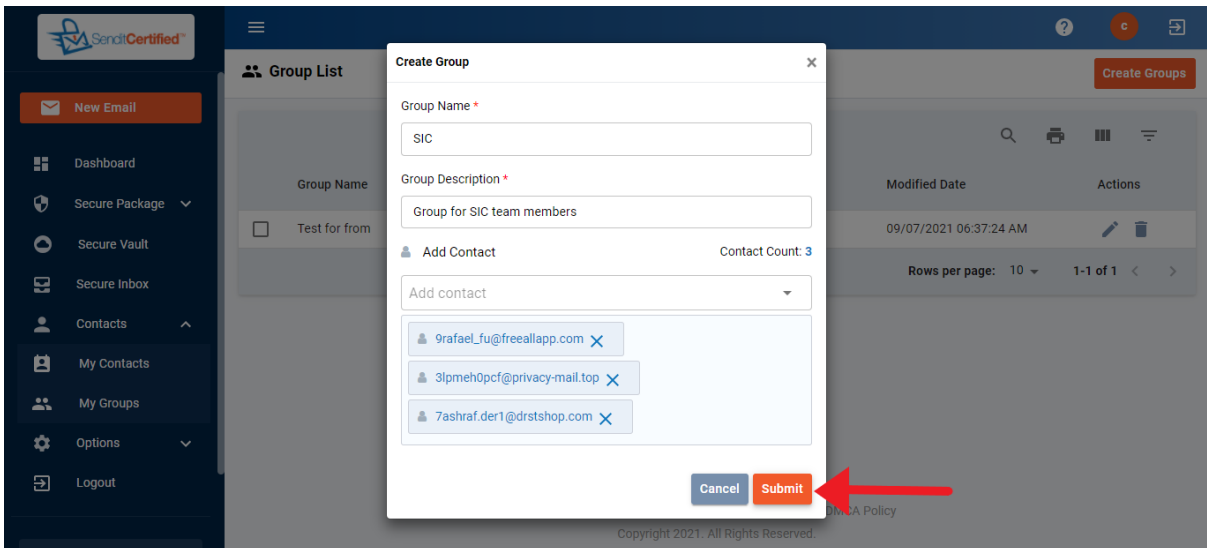
How to Create Groups



→ Log into your Privacy Data Systems account and then click on the “**My Groups**” button from contacts dropdown list.

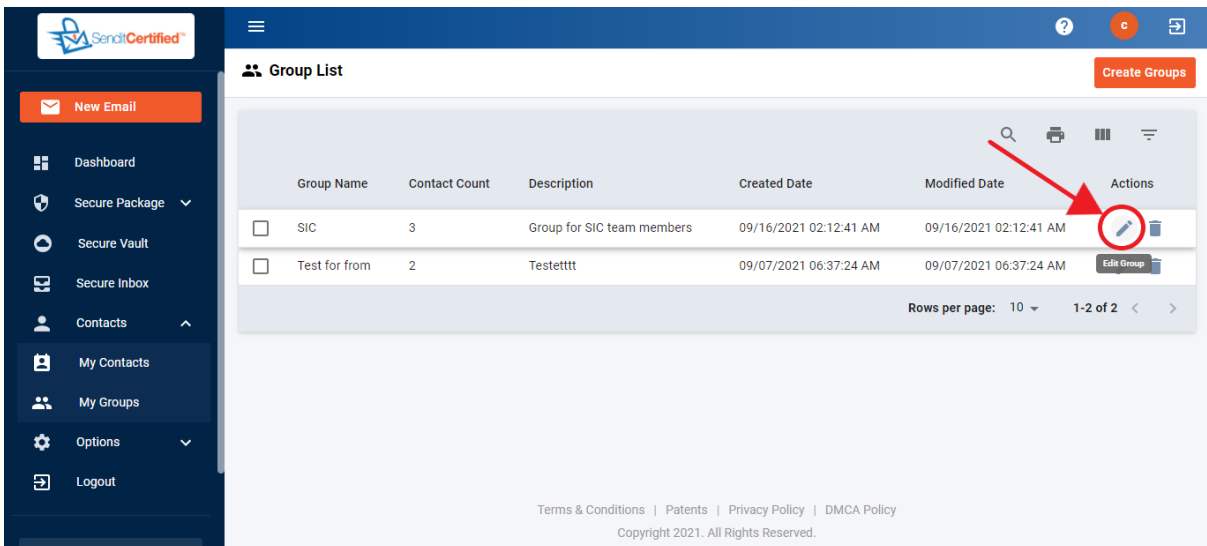


→ Click on the “**Create Groups**” button.

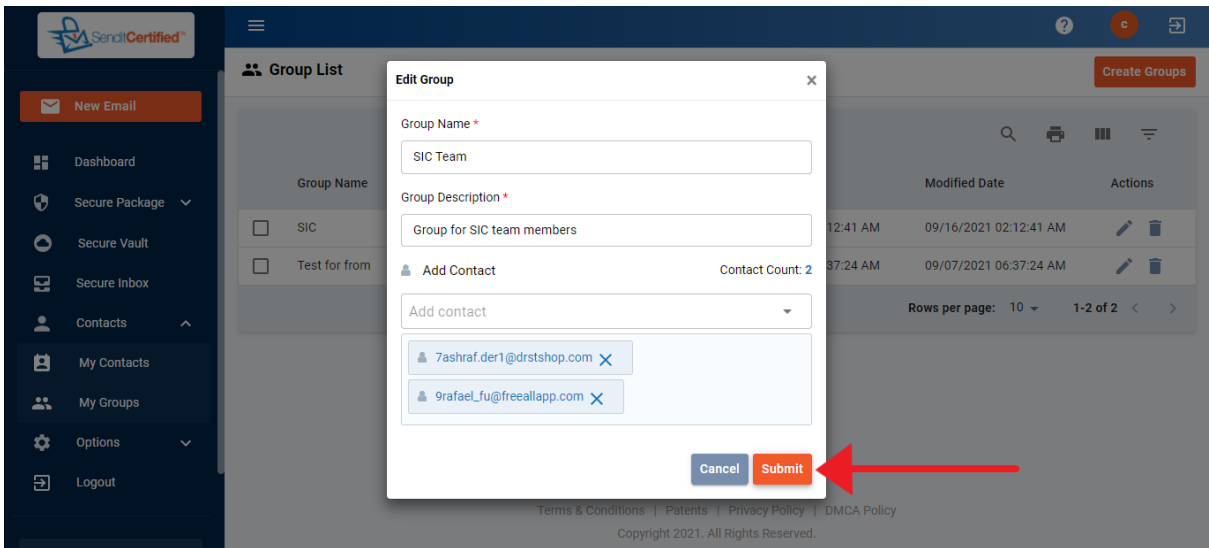


→ Enter your group name, description and add contacts then click on the “**Submit**” button.

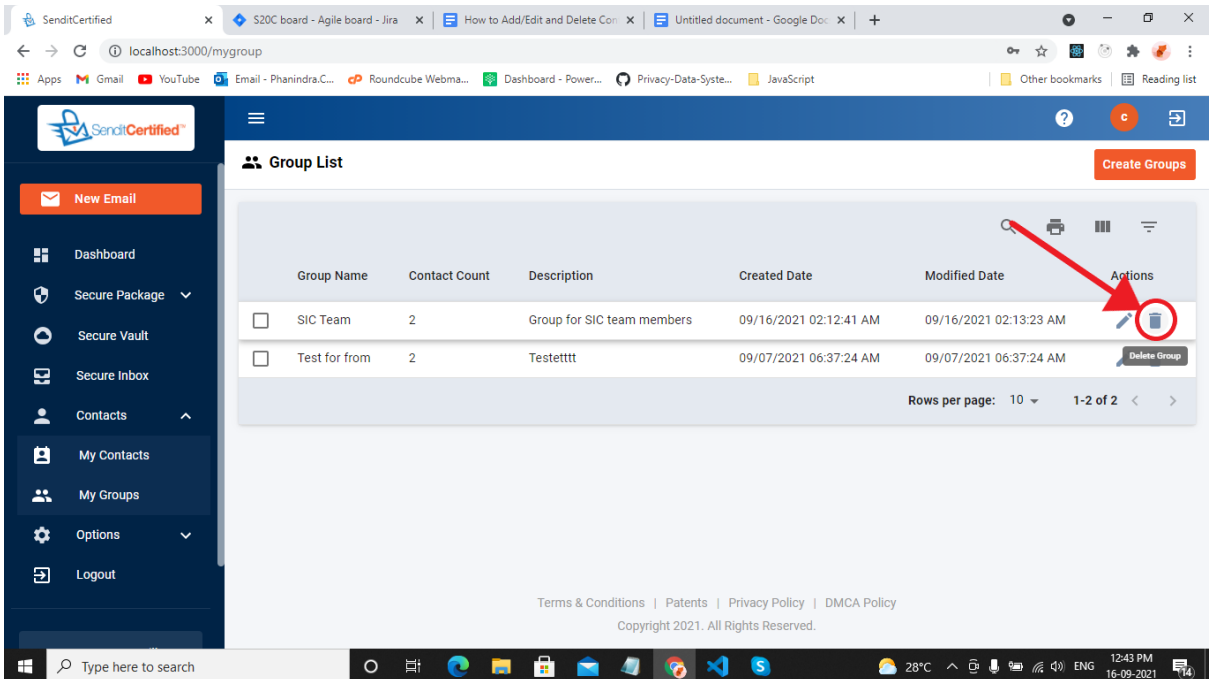
Note: * mark fields should not remain empty.



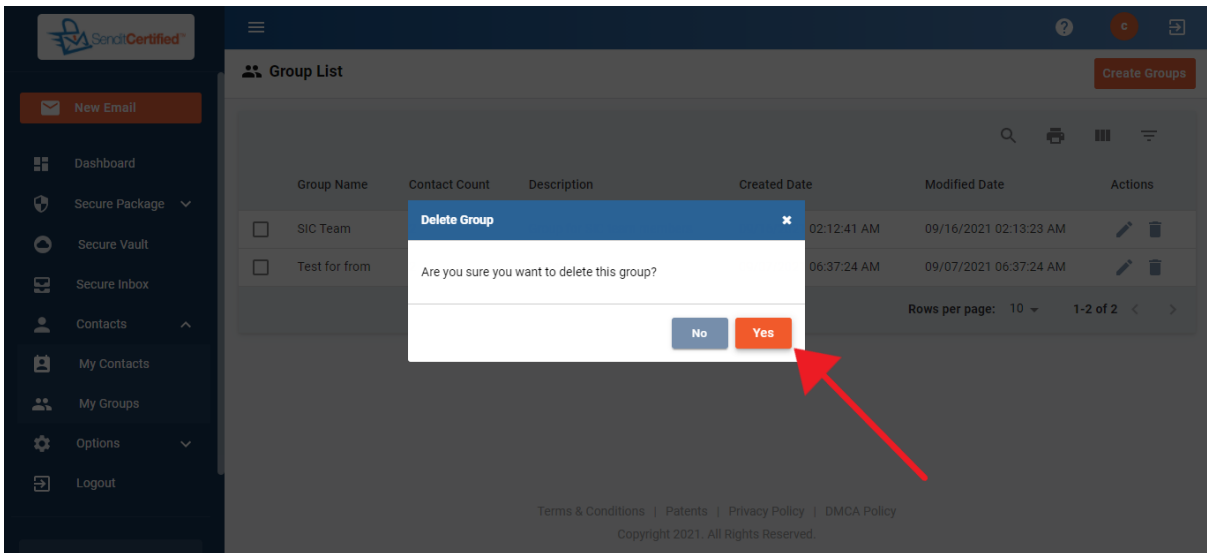
→ Notice the Group has been added. To make changes to your group click on the “**Edit**” icon.



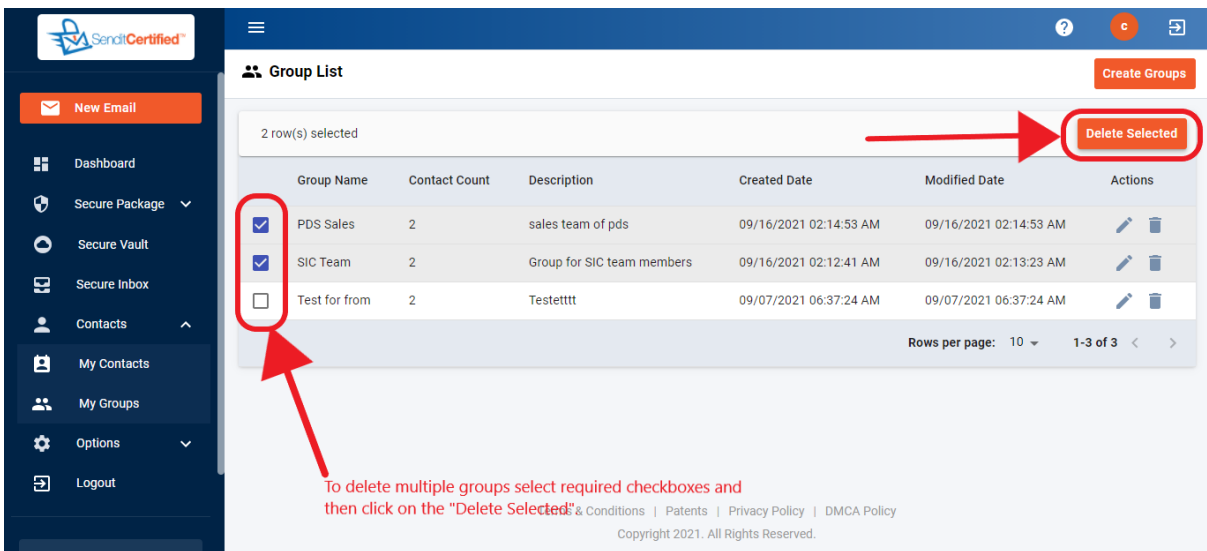
→ Update any information about the group and click on the **"Submit"** button.



→ Click on the **"Delete"** icon, to delete the group.



→ A modal will be shown and click on the **“Yes”** button to delete the group.



→ To delete multiple groups select the required **“Checkboxes”** and then click on the **“Delete Selected”** button.