



**Kansas Insurance Department**  
**Firefighter Relief Act Online Services**  
**User Help Documentation**

KID-FRA Online Version 2.6

Last Document Revision June 2014

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## Log in

Enter the KID-FRA Online system by typing in your Firefighter Relief Association (FRA) number, username, and password (the password is case-sensitive) and click “Log In.”

### KID-FRA Online Log In

Please log in using your FRA number, username, and password.

FRA#

Username:

Password:  (case-sensitive)

[Forgot your username and/or password?](#)

## Creating a New Account

When logging in for the first time, or if your password was reset, you will be prompted to enter a new username and a new password, as well as entering your e-mail address to establish the FRA Online account.

For security reasons, you will not be allowed to use your FRA number as either the username or the password. Additionally, the password must be at least six (6) characters long, with a mixture of letters and numbers. The password is also case-sensitive.

Click “Submit and Continue” when you are finished.

### Create New Account

As a new KID-FRA Online user, you must create a new Username and Password for this account and provide your e-mail address.

You must use a different username and password than was assigned initially, and do not use the FRA number as either the username or password. The password must contain a minimum of 6 characters, be case-sensitive, and must include letters and numbers.

FRA# TEST

New Username:

New Password:  (case-sensitive)

Retype New Password:

E-mail:

Retype E-mail:

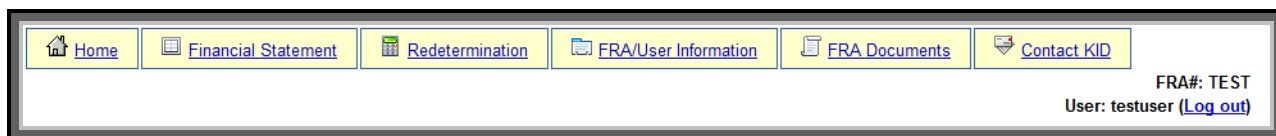
## ***Recover a Forgotten Username/Password***

If you've forgotten your username, you must contact the Kansas Insurance Department FRA Administrator at (785) 29-3 or email [NGRLFRPPLVLE@KJRY](mailto:NGRLFRPPLVLE@KJRY).

)RUDIRUJRWWHISDVVZUGFOLFNRQURJRWKSDVVZUGOLNQHUXHUQPHDQKLW6EPLW\$HVHW  
OLQZOOEHVHQWRWKHHPDLOOLVWHGIRUWKHDFFRW

# Navigation and Home Page

Use the main navigation bar across the top of the screen to access different online services.



**Home:** Takes you to the KID-FRA Online home page.

**Financial Statement:** Takes you to a page to view current and prior year financial statements.

**Redetermination:** Takes you to a page to make a redetermination request (if applicable).

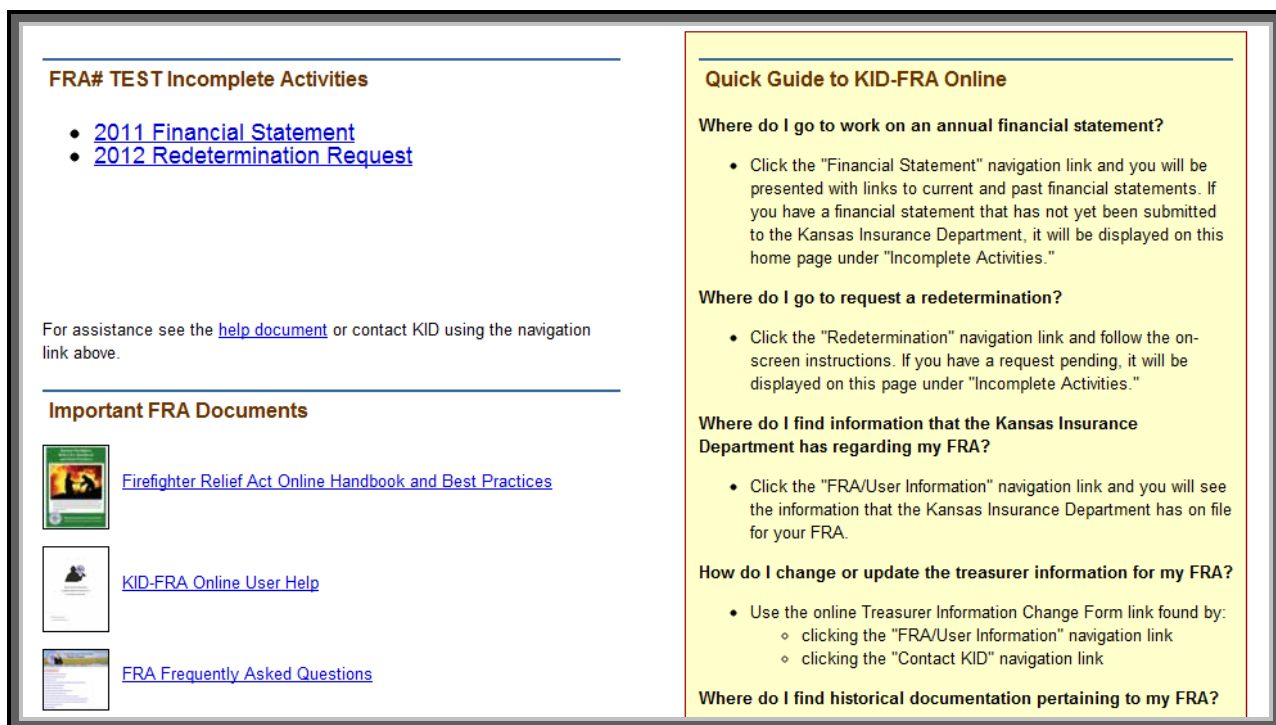
**FRA/User Information:** Takes you to the page to view your FRA information, as well as the ability to view and edit your online user information.

**FRA Documents:** Takes you to a page to view scanned historical documents pertaining to the FRA.

**Contact KID:** Provides contact information for the Kansas Insurance Department, a web form, and a form to change treasurer information.

**Log out** (right side of the page, next to the User name): Click to leave the KID-FRA Online system.

The FRA Home page will display incomplete activities such as unsubmitted financial statements or pending redetermination requests, and links to helpful documents.



## Financial Statement

The Financial Statement link in the navigation bar will take you to the main page to enter, submit, and view the FRA Financial Statements.

Listed at the top of the section are any financial statements that have not yet been submitted to KID (under “Unsubmitted Financial Statements”). Clicking a link will take you to the Financial Statement Entry screen. After a financial statement has been submitted it will appear listed under “Submitted Financial Statements” and may be viewed, but not changed, by clicking its link. (See Financial Statement Entry Screen)

**Financial Statement**

**Unsubmitted Financial Statements**

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- [2011 Financial Statement for FRA# TEST](#)

**Submitted Financial Statements**

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- [2010 Financial Statement](#)
- [2009 Financial Statement](#)

Below the statement list is a table which allows for easy comparison of financial statement values entered each year.

**Annual Financial Statement Reports**

Description	CY2009	CY2010	CY2011	CY2012
Statement Submitted	Yes	Yes	Yes	Yes
<b>FD Information</b>				
# Volunteer FFs	84	89	108	106
# Paid FFs	0	0	0	0
Apparatus Value	\$675,000.00	\$675,000.00	\$950,000.00	\$950,000.00
<b>Receipts</b>				
KID check	\$6,919.47	\$8,829.89	\$8,398.53	\$8,696.80
Government/Municipal Bond/Warrant Interest	\$0.00	\$0.00	\$0.00	\$0.00
Other Investment Interest	\$0.00	\$0.00	\$0.00	\$0.00
Bank Account Interest	\$99.12	\$138.78	\$105.56	\$43.17
Refund of Insurance Premium Overpayment	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds Received from Insurance Policies	\$20,849.13	\$0.00	\$0.00	\$6,204.26
Annuity/Pension Gain or Loss	\$22,664.19	\$2,587.81	\$3,275.35	\$2,737.17

## Financial Statement Entry Screen

If no financial statement data has been entered, the screen will provide a link to the Financial Statement Wizard (see section on Financial Statement Wizard) and links to the four worksheets: Receipts, Expenditures, Assets/Investments, and Fire District Information. You may enter financial statement data either through the Wizard or by completing each worksheet separately. Click on a link to start the particular worksheet. All four worksheets must be completed to submit a financial statement.

Notice that the Net Assets from Previous Year field is automatically populated by the system. If the amount shown is incorrect, you must contact the FRA Administrator.


To complete the Financial Statement, click on the Financial Statement Wizard link below to be taken through the forms in a logical sequence, or select forms individually below.

You may log out at any time and continue your financial statement the next time you log in.


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**Kansas Insurance Department Firefighters Relief Association Financial Statement CY2010**


FRA# TEST  
Firefighter Relief Association: TEST F R A


 [Financial Statement Wizard](#)



Net Assets from Previous Year (2009): \$ 25,564.86 - [Is this value incorrect?](#)

 [Enter 2010 Receipts](#)

 [Enter 2010 Expenditures](#)

 [Enter Assets/Investments](#)

 [Enter Fire District Information](#)

As you begin entering data, the worksheet links will change to display the aggregate information entered so far with the option to view the worksheet data (clicking the magnifying glass ) or edit the data (clicking the edit page icon .

# Financial Statement Wizard

The Financial Statement Wizard takes you through the forms in a logical sequence. You may exit the Wizard at any time by clicking the appropriate button at the bottom of each worksheet page. See the worksheet descriptions that follow for information.

**Receipts Worksheet**

Type of Receipt	Amount
Kansas Insurance Department Check (automatically entered)	\$ 38912.17
Interest received from Government - municipal (township) bonds or warrants	0

Please enter numbers and decimals only; no commas or other thousands separator

**Expenditure Worksheet**

Type of Expense/Disbursement	Amount
Relief to Firefighters (injured/disabled)	\$ 0
Benefits to Spouse or Dependents	0

Please enter numbers and decimals only; no commas or other thousands separator

**Asset/Investment Report**

Type of Asset/Investment	Amount
City Bond	0
County Bond	0
Township Bond	0
Fire District Bond	0
United States Bond	0
Kansas Municipal E	0
Checking Account	0
Certificate of Depos	0
Repurchase Agree	0
Time Certificate of	0
United States Treas	0
Warrants Held	0
Annuity Program	0
Pension Program	0
Savings Account	0
Other Investment Income	0

Please enter numbers and decimals only; no commas or other thousands separator

**Fire District Worksheet**

Governing Body: <input checked="" type="radio"/> Chairman, <input type="radio"/> Trustee, <input type="radio"/> Mayor	Name: TEST TEST
Government Type: <input type="radio"/> County, <input checked="" type="radio"/> City, <input type="radio"/> Township, <input type="radio"/> Fire District	FD Name: TEST FD
FD Type: <input type="radio"/> All Volunteer, <input type="radio"/> Full Paid, <input checked="" type="radio"/> Part Vol/Paid, <input type="radio"/> Private	#Vol FFs: 5 #Paid FFs: 2

Please enter numbers and decimals only; no commas or other thousands separator

**Financial Statement Summary**

- Net Assets from Previous Year: \$ 25,564.86
- Total Receipts: \$ 38,921.33
- Total Current Expenditures: \$ 47,243.00
- **Net Assets 2010 (general condition): \$ 17,243.19**
- Year End Assets/Investments (should equal Net Assets above): \$ 17,243.19

If you are satisfied that the above summary is correct and you are ready to submit the final and complete Financial Statement to the Kansas Insurance Department, check the boxes below to certify to the statements and provide your name and telephone number. When finished, click the "Save and Submit Statement to KID" button and you will be returned to the main FS page. If you are not ready to submit the final Financial Statement at this time, or if the information in the summary above is not correct, click the "Submit Later and Go Back to FS" button. You will be returned to the main Financial Statement page where you can edit the worksheets.

**Financial Statement Submission**

I verify under penalty of perjury that the foregoing is true and correct and I further certify that the governing body has declared that the FRA remains entitled to participate in the Firefighters Relief Act.

Treasurer's Bond available per K.S.A. 40-1706(g).

Expenditures over \$1,500 have been certified by an attorney designated by the governing body.


Your name: \_\_\_\_\_


Phone Area Code: \_\_\_\_\_ Number: \_\_\_\_\_

**Current Year Total:** Re-calculate






## Receipts worksheet

This form is for entering any receipts for the calendar year. For instructions on the individual line items, click the red help icon . Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign. The current page total will be displayed at the bottom, and you may click the “Re-calculate” button to view an updated total after you make changes to the amounts.


**Receipts Worksheet** 


*Please enter numbers and decimals only; no commas or other thousands-separator*

Type of Receipt	Amount
Kansas Insurance Department Check (automatically entered)	\$ 38912.17
Interest received from Government, municipal (township) bonds or warrants	<input type="text" value="0"/>
Interest received from other investments  Specify other investments	<input type="text" value="0"/>
Interest on bank accounts	<input type="text" value="9.16"/>
Refund of any overpayment in insurance premiums	<input type="text" value="0"/>
Interest received from insurance policy(s)	<input type="text" value="0"/>
Interest received from annuity 	<input type="text" value="0"/>
Firefighters portion of the insurance premium 	<input type="text" value="0"/>
Other Income Specify other income	<input type="text" value="0"/>
<b>Total Receipts:</b> <input type="button" value="Re-calculate"/>	<b>\$ 38921.33</b>


When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.

## Expenditures worksheet

This form is for entering any expenditures or disbursements during the calendar year. For instructions on the individual line items, click the red help icon . Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign. The current page total will be displayed at the bottom, and you may click the “Re-calculate” button to view an updated total after you make changes to the amounts.


**Expenditure Worksheet** 


*Please enter numbers and decimals only; no commas or other thousands-separator*

Type of Expense/Disbursement	Amount
Relief to Firefighters (injured/disabled)	\$ <input type="text" value="0"/>
Benefits to Spouse or Dependents	<input type="text" value="0"/>
Funeral Expenses	<input type="text" value="0"/>
Insurance Premiums Paid	<input type="text" value="47093"/>
Premium for Annuity Contract	<input type="text" value="0"/>
Pensions to Retired FFs (Full-Time)	<input type="text" value="0"/>
Annuities to Retired Volunteer FFs	<input type="text" value="0"/>
Treasurer's Bond Paid by: <input type="text" value="FRA fund"/> Expiration: <input type="text" value="1/1/2011"/>	<input type="text" value="150"/>
Other Expenses  Specify other expenses <input type="text" value="Administrative expense - postage"/>	<input type="text" value="20"/>
<b>Current Year Total:</b> <input type="button" value="Re-calculate"/>	<b>\$ 47263.00</b>



When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.

## Asset/Investment Report


This form is for entering the end-or-year balance of assets/investments held by the FRA. For instructions on the individual line items, click the red help icon . Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign.


**Asset/Investment Report** 

*Please enter numbers and decimals only; no commas or other thousands-separator*

Type of Asset/Investment	Amount
City Bond	0
County Bond	0
Township Bond	0
Fire District Bond	0
United States Bond	0
Kansas Municipal Bond	0
Checking Account	16092.98
Certificate of Deposit	0
Repurchase Agreement	0
Time Certificate of Deposit	0
United States Treasury Bill	0
Warrants Held	0
Annuity Program  Describe annuity program <input style="width: 100%; height: 20px;" type="text"/>	0
Pension Program Describe pension program <input style="width: 100%; height: 20px;" type="text"/>	0
Savings Account	1150.21
Other Investment Income  Specify other income <input style="width: 100%; height: 20px;" type="text"/>	0
<b>Current Year Total:</b> <input type="button" value="Re-calculate"/>	<b>\$ 17243.19</b>

## Fire District worksheet

This form is for entering the information about the fire district. For instructions on the individual line items, click the red help icon .

**Fire District Worksheet** 

Governing Body: <input checked="" type="radio"/> Chairman, <input type="radio"/> Trustee, <input type="radio"/> Mayor	Name: TEST TEST
Government Type: <input type="radio"/> County, <input checked="" type="radio"/> City, <input type="radio"/> Township, <input type="radio"/> Fire District	FD Name: TEST FD
FD Type: <input type="radio"/> All Volunteer, <input type="radio"/> Full Paid, <input checked="" type="radio"/> Part Vol/Paid, <input type="radio"/> Private	#Vol FFs: 5 #Paid FFs: 2
Fire Apparatus and Serviceable Equipment Value: \$ 800000.00 <small>Please enter numbers and decimals only; no commas or other thousands-separator</small>	

When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.

## Submitting a Financial Statement

The final worksheet is to submit the financial statement to the Kansas Insurance Department. A Financial Statement Summary is presented at the top of the page and a Submission form is at the bottom.

If you do not wish to submit the statement at this time, click “Submit Later & Go Back to FS” button. You will be allowed to continue editing the worksheets above until you submit the financial statement.

When the financial statement is ready to submit to KID, click the checkboxes shown to certify that the information is true and correct, and provide your name and telephone number. Click “Save & Submit Statement to KID” and your process will be completed and you will be presented with the Viewing a Submitted Financial Statement screen.

NOTE: You are not allowed to submit an unbalanced financial statement. You must contact the Kansas Insurance Department Firefighter Relief Act Administrator if you are unable to balance your statement.

### Financial Statement Summary

- Net Assets from Previous Year: \$ 25,564.86
- Total Receipts: \$ 38,921.33
- Total Current Expenditures: \$ 47,243.00
- **Net Assets 2010 (general condition): \$ 17,243.19**
- Year End Assets/Investments (should equal Net Assets above): \$ 17,243.19

If you are satisfied that the above summary is correct and you are ready to submit the final and complete Financial Statement to the Kansas Insurance Department, check the boxes below to certify to the statements and provide your name and telephone number. When finished, click the “Save and Submit Statement to KID” button and you will be returned to the main FS page.

If you are not ready to submit the final Financial Statement at this time, or if the information in the summary above is not correct, click the “Submit Later and Go Back to FS” button. You will be returned to the main Financial Statement page where you can edit the worksheets.

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### Financial Statement Submission

I verify under penalty of perjury that the foregoing is true and correct and I further certify that the governing body has declared that the FRA remains entitled to participate in the Firefighters Relief Act.

Treasurer’s Bond available per K.S.A. 40-1706(g).

Expenditures over \$1,500 have been certified by an attorney designated by the governing body.

Your name:

Phone: Area Code:  Number:

## Viewing a Submitted Financial Statement




After a financial statement is submitted, viewing its page will allow you to track its progress as the Kansas Insurance Department FRA Administrator reviews it, amends it (if necessary), and finalizes it. You may also add any pertinent comments about your financial statement until it has been finalized by the KID FRA Administrator.

You may view the entered data by clicking the magnifying glass next to the aggregate number, or you may download formatted Portable Document Format (PDF) files to save onto your computer or to print. PDF files will be created after you initially submit a financial statement and after the KID FRA Administrator closes the statement.


If any information in the financial statement needs to be amended after it has been submitted, you must contact the Kansas Insurance Department.


### Kansas Insurance Department Firefighters Relief Association Financial Statement CY2010

FRA# TEST  
Firefighter Relief Association: TEST F R A


Submitted:  by Test User, August 17, 2010  
KID Amended:  No  
KID Closed:  No


Net Assets from Previous Year (2009): \$ 25,564.86

Total Receipts: \$ 38,921.33  [view](#)

Total Current Expenditures: \$ 47,243.00  [view](#)

**Net Assets 2010 (general condition): \$ 17,243.19**


Year End Assets/Investments (should equal Net Assets above): \$ 17,243.19  [view](#)

Fire District Information - Entered  [view](#)

#### Comments/Notes

*Add comments/notes you wish to make regarding this financial statement and click "Submit Comments."  
You may continue to add more comments until the financial statement is completed by the KID FRA Administrator.  
The system will automatically date and timestamp the comments.*

PDFs to download for saving and/or printing:

 [User Submitted, August 17, 2010](#)

## Redetermination Requests

The Redetermination link in the navigation bar will take you to the page to request and provide data for a redetermination of the Firefighter Relief Association. Note that this application is not available if the FRA has been redetermined within the past three years.

### Deadlines for Redetermination Requests:

- Application for Redetermination must be made prior to October 1

### *Application for Redetermination*

The first screen in the process displays the FRA's current redetermination information, a box to the right to estimate a new redetermination, and the application to request a redetermination. Read the information carefully and fill out the form to make a formal request.

Note that this request must be made prior to October 1.

#### Procedure for Requesting a Redetermination

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##### Instructions

- You must have a "change in circumstances" in order to apply.
- Submit the Application for Redetermination found at the bottom of this page prior to October 1.

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##### FRA #TEST Last Redetermination

- Last Redetermination Date: November 19, 2007
- Redetermined Population: 4,401
- Redetermined Valuation: \$ 42,750,413
- Current Year Distribution: \$ 23,820.32

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#### Application for Redetermination

I the undersigned make application alleging changed circumstances to the Commissioner of Insurance for redetermination of the proportionate amounts payable to all Firefighter Relief Associations under K.S.A. 40-1706(c)(4) pursuant to the procedures set forth in K.S.A. 40-1706(c)(6), and I further authorize the KID FRA Administrator to testify on behalf of the FRA at a redetermination hearing.

FRA number:

Signed (Your name):

Phone: Area Code:  Number:

Mailing Address:

City:  State:  Zip:

## ***Request Complete***

The FRA's role in the redetermination process is complete with the application. A hearing date on the request will be held prior to December 1 in accordance with statute, and the FRA will be notified as to the date of that hearing. Attendance by a representative of the FRA at the hearing is not required.

You will be notified by legal notice as to the final outcome of the request.

### **Redetermination Request in Process**

✔ Application for Redetermination submitted January 2, 2013

You **do not** need to send or mail any additional materials; you will be contacted by the Kansas Insurance Department FRA Administrator if additional information is needed.

#### **Redetermination Hearing**

A redetermination hearing will be conducted prior to December 1, in accordance with statute.

- Once the hearing date has been scheduled, you will be notified.



## FRA/User Information

The top of the screen provides information about the FRA Online user account and the ability to change your password and your e-mail address.

The next section shows the information that the Kansas Insurance Department has on file for your Firefighter Relief Association. If any of this information is incorrect or needs to be updated, follow the link to Update Treasurer Information (see Contact KID, Treasurer Information Change Form) or contact the Kansas Insurance Department.

### User Information

Username: testuser

E-mail: test@test.com

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### FRA Information

The information below is what the Kansas Insurance Department has on file regarding your Firefighter Relief Association. If you need to change or update the treasurer information, [use the online form](#); if any of the other information in this table is incorrect or needs to be updated, [contact KID](#).

Name:	_____	
Treasurer:	_____	
Address:	_____ _____	
City:	St: _____	Zip: - _____
Home Phone: -- _____	Fax: -- _____	County: _____
E-mail:	_____	
FRA Type: _____	FRA Status: _____	
FRA FEIN: _____	_____	
Population: 0 _____	Valuation: \$ 0 _____	
Current Year Dist. Amt: \$ 0.00 _____	Previous Yr Dist. Amt: \$ 0.00 _____	
Last Redetermination: Aug 17, 2010 _____	Population: 0 _____	Valuation: \$ 0 _____

## ***Changing User password/e-mail address***

To change your password, first enter your current password, then enter and confirm your new password and click “Save Changes.” Remember that passwords are case-sensitive.

**Change Password**

Current Password:  (case-sensitive)

New Password:  (case-sensitive) Must be at least 6 characters, letter/number mix

Retype New Password:

To change your e-mail address, enter and confirm your new e-mail address in the form and click “Save Changes.”

**Change E-mail Address**

Current E-mail: test@test.com

New E-mail:

Retype New E-mail:

Note that this e-mail address is only associated with the KID-FRA Online user account, not the one that the Kansas Insurance Department has on file for the Association.

## FRA Documents

Scanned documents pertaining to the Firefighter Relief Association are linked on this page. These include historical documents such as the FRA's charter, by-laws, and correspondence with the FRA Administrator that the Kansas Insurance Department has on file. This page also displays past financial statements submitted by the FRA.

### Financial Statements

- [2011 Financial Statement for FRA# TEST](#) (in progress)
- [2010 Financial Statement](#)
- [2009 Financial Statement](#)

### Scanned Documents

- [Correspondence Document \(.pdf\), 2010-11-17](#)  
- Description of Correspondence Document
- [Modification Document \(.pdf\), 2009-11-17](#)  
- Description of Foundation Document
- [Financial Statement Document \(.pdf\), 2007-06-02](#)  
- Description of Financial Statement document
- [Financial Statement Document \(.pdf\), 2007-04-01](#)  
- Description of Financial Statement document
- [Foundation Document \(.pdf\), 2003-07-04](#)  
- Description of Foundation Document

 [View document type definitions](#)

# Contact KID

The Contact KID page lists the address, telephone, and fax numbers for the Kansas Insurance Department, a web form if you wish to send an electronic message to the FRA Administrator at KID, and a link to the Treasurer Information Change Form.

### Contact the Kansas Insurance Department

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**Mail/Telephone/Fax**

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Kansas Insurance Department Attn: Administrator, Firefighter Relief Act 420 SW 9th St Topeka, KS 66612	Phone: (785) 296-3071 Fax: (785) 296-7805
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**Online Contact Form**

Name:

E-mail:

Subject:

Message:

If you need to change or update the information for your FRA treasurer, [click here for the Treasurer Information Change Form](#).

## ***Treasurer Information Change Form***

To change or update the information that the Kansas Insurance Department has on file regarding the Firefighter Relief Association's treasurer, complete the online form and click "Submit Change Request." The FRA Administrator will then review the request and make the appropriate changes.

**Treasurer Information Change Form**

Please complete the form below and click "Submit Change Request."

FRA Number: <input type="text"/>	FRA Name: <input type="text"/>
Treasurer Information	
First Name: <input type="text"/>	Last Name: <input type="text"/>
Address: <input type="text"/>	
Address Line 2: <input type="text"/>	
City: <input type="text"/>	State: <input type="text" value="KS"/> Zip: <input type="text"/>
Phone: Area Code: <input type="text"/>	Number: <input type="text"/>
Email: <input type="text"/>	