The "Contact" Page

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Purpose

The purpose of the BankIt submission tool "Contact" page is to get contact information for the person doing the submission. This person does not have to be one of the data authors, nor does the person have to be an author of the publication that describes the data. The submitter can be a member of the laboratory that produced the data, or anyone that is able to get the information needed to answer questions we may have about the data submitted.

The information you supply in this section will be kept confidential and will only be used to contact you if we have questions about your submission.

New Submitters

Once you create a Primary Data Archive (PDA) account and use it to log into BankIt, you will be taken to the BankIt site. Once there, click the "New Submission" button to go to the first page of the BankIt submission tool called the "Contact" page, which will have the name and the email address you gave when you created your PDA account.

In order to use the rest of the BankIt tool, you must first provide the information requested on the "Contact" page, which includes:

- First (given) and last (family) names
- The name of your department
- The name of your institution
- The full address of your institution
  Note: "State/Province is optional for some countries.
- Telephone number
- Fax number
- Email
- Alternate email

Once you have provided the information, click the "Continue" button at the bottom of the page. If the "Contact" page has been filled out correctly, you will go to the next page. Also, once you click the "Continue" button, the contact information you provided will be saved so that the next time the Contact page will already be completed. If any information is missing when you click the "Continue" button, BankIt will ask you to supply the information before you are allowed to continue with your submission.

Users with an existing BankIt Account

If you have already submitted using BankIt, the next time you login to BankIt and click the "New Submission" button, you will go to the BankIt "Contact" page, where you will find that the contact information that you provided before was saved. Review your contact information and update it if necessary before you continue your new submission.

Alternate Email Addresses

Although an alternate email address is not required for the "Contact" page, it is helpful if you enter a personal email address in the "Alternate Email" field. The alternate email address gives us a way to contact you about your submission if you should change your institute or organization. This is especially important if you set a release date for your sequence that is a year or more beyond the date of your submission.

Common Mistakes Made While Filling out the Contact Page

You may see an error or warning message on the Contact page if you do not provide us all of the contact information we ask for on the page. You need to provide:

- A given (first) name
- A family (last) name
- A complete mailing address
- A telephone number
- An email address.
- A fax number, if you have one available.