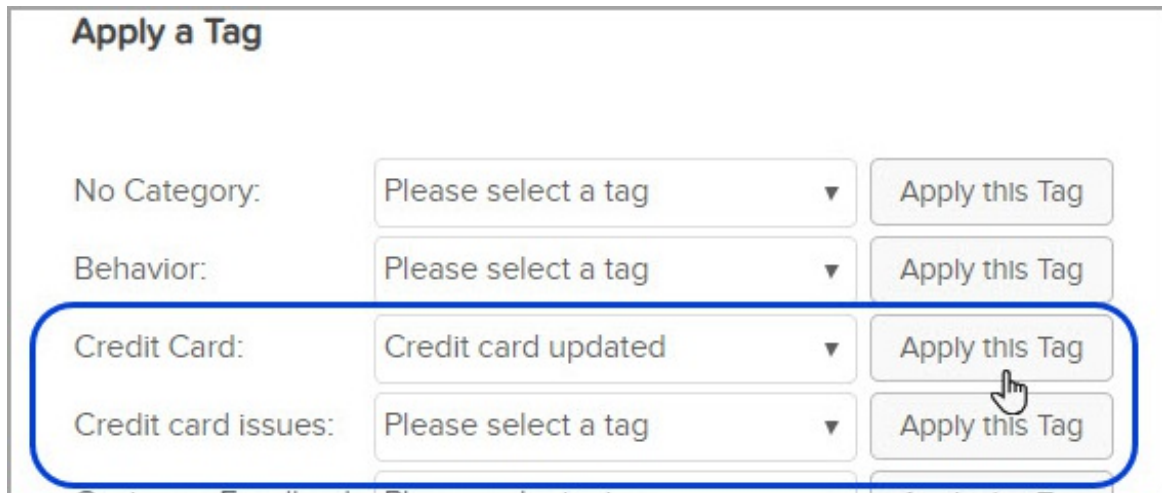


# Apply or remove tags from a contact record

You can apply and remove tags from contact records.

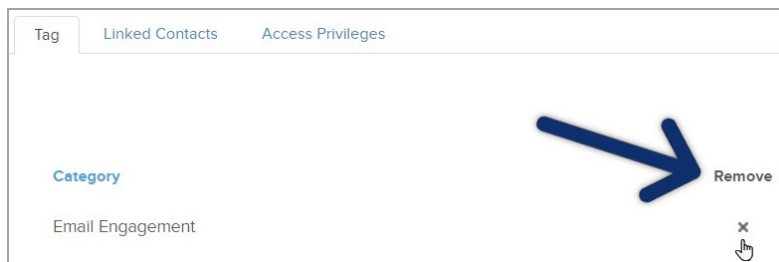
1. While viewing a contact record, click the **Tag** tab.
2. To apply a tag, select a tag from a drop-down and click **Apply this Tag**.



The screenshot shows a section titled "Apply a Tag" with a table of categories and tags. The table has three columns: Category, Tag, and Action. The "Credit Card" row is highlighted with a blue border, and a mouse cursor is pointing at the "Apply this Tag" button for that row.

Category	Tag	Action
No Category:	Please select a tag	Apply this Tag
Behavior:	Please select a tag	Apply this Tag
Credit Card:	Credit card updated	Apply this Tag
Credit card issues:	Please select a tag	Apply this Tag

3. If you want to create a new tag, click the **Create a new Tag** button (if your user permissions allow.)
4. To remove a tag, click the **x**.



5. Click **Save**.
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