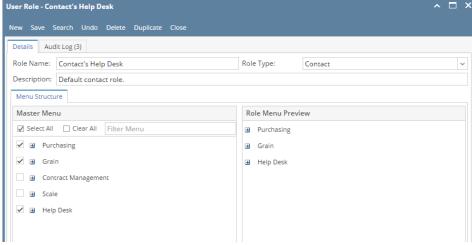# How to Modify a Default Contact Role for a Contact List

Note: All the menus assigned to the Portal Admin will be cascaded to the contact list user role, except for the System Manager menu.

1. Login as a Portal Admin
2. On user's menu panel, expand the **System Manager** folder and click **User Roles**
3. Select the menus that should be included in the role:

4. Click the **Save** button