

Looking up a Member and Making Changes to Their Record

This is where you can look up the members of your post, make changes to their record (address, phone number, email, etc) you can also report a member as deceased.

List All Members – a list of all the members of your post. If you need to make a change to the individuals record – from this spot select the ID # of the member you want to make a change on

By ID# - you can search for a member by their member ID

By Name – you can search for a member by their name – you must include the last name, first name is optional

To make a change to the individuals record

If using List All Members or By Name select the member ID of the person you want to make the change

If using By ID# just enter the ID Number

You can also use Mbr Data Change by ID

When the individuals information comes up select “Edit Data” -Next to the Member Information (In dark Blue) or at the bottom of the page.

If the individual is deceased, check the small check block just under the member ID.

Once the changes are made, select “Submit Changes”

On the same line as Member Information are three other areas (Payment History, Officers/Commission and Data Changes). You cannot change any of the information in any of these areas, but they are exactly what they say they are.