

Find/Add Account

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Find or Add Account

Find Member > Add Individual

1. Click **Find Member**.
 2. Search by last and first name. You can also search by birthdate, email address, phone number, or a combination of any of the above. Narrow the search further by using the options available under Advanced Search.
 3. If more than one individual meets the search criteria a list will populate. Click on correct person to open profile page.
 4. If there is only one result, the system will open that profile page.
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NOTE:

- *Use % before either name field to return all records that contain the sequence of letters following the %.*
 - *Name searches are **begins with** searches, you do not need to add % at the end.*
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Adding an Account

1. If not found using steps above > Click **Add Individual**.
 2. Fill in information > Click **Save**.
 3. Take photo.
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