Find/Add Account

FIND MEMBER

1. Click "Find Account".
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.

Notes:

- Use % before either name field to return all records that contain the sequence of letters following the %
- Name searches are begins with searches (no need to add % at the end)

ADD ACCOUNT

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