



**memberinfobody**





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☐ Click **Add** to add a new member record.

☐ Under **Member Information**:

<b>County District Nbr</b>	Type a six-digit county-district number.
<b>Member Name</b>	Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.
<b>Region</b>	Type a two-digit region number. Valid values are 01-20. This field is required.
<b>Vendor</b>	<p>Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the <a href="#">Vendors directory</a>.</p> <p>The Vendors directory is populated from the vendor records established on the <a href="#">Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address</a> tab. This field is required.</p>
<b>Status</b>	Click  to select the member's status (i.e., <i>Active</i> or <i>Inactive</i> ). This field is required.

☐ Under **Main Contact**:

<b>Title</b>	Click  to select a legal title for the contact person.
<b>First</b>	Type the contact's first name. This field can be a maximum of 50 characters.
<b>Last</b>	Type the contact's last name. This field can be a maximum of 50 characters.
<b>E-mail</b>	Type the contact's e-mail address. This field can be a maximum of 45 characters.

☐ Click **Save**.