Create member records

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Grants and Projects > Tables > SSA Members > Member Information

Add and maintain member data. Fiscal agents can use the Security Administration application to limit the users who can view this information.

Member Information records cannot be deleted; however, they can be set to inactive.

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

❏ Under **Member Information**:

County District Nbr	Type a six-digit county-district number. This field is required.
Member Name	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.
Region	Click to select the two-digit Education Service Center (ESC) region number. This field is required.
Vendor	Type a valid vendor name or number. If the vendor number is not known, click to select a vendor from the Vendors directory. The Vendors directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required.
Status	Click to select the member's status (i.e., *Active* or *Inactive*). This field is required.

❏ Under **Main Contact**:

Title	Click to select a legal title for the contact person.
First	Type the contact's first name. This field can be a maximum of 50 characters.
Last	Type the contact's last name. This field can be a maximum of 50 characters.
E-mail	Type the contact's e-mail address. This field can be a maximum of 100 characters.

❏ Click **Save**.