



Create member records

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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., <i>Active</i> or <i>Inactive</i>). 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**.



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