



## 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:**

<b>County District Nbr</b>	Type a six-digit county-district number. This field is required.
<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>	Click ▼ to select the two-digit Education Service Center (ESC) region number. This field is required.
<b>Vendor</b>	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> .  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.
<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 100 characters.

☐ Click **Save**.



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