



Create member records

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Add member data to create a member record. 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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