

## HOW IT WORKS -

## To report status changes in mass:

- 1. Log into Vault > Chapter > Update Member Statuses
- 2. Choose the members you wish to see by selecting their current member status in 'Filter By', select their updated status in 'Change To', and the applicable status reason in 'Member Status Reason'
- 3. Select the appropriate members and choose 'Update Member Statuses'

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()	Communications - Cha	apter → House → ΣAE →	Billing - Bill Pay - Acc	ounting - How To -		<b>**</b>
	Home / Chapter / Membership / Update Men	nber Statuses				Joe Treasurer
	Update Member Stat	tuses				
	Filter By Collegian	▼ Change To	* Alumnus	Member Status Reason	Graduated •	
-	Name	Member Status	Date of Graduation	Initiation Date		
	Clark, Charlie	Collegian	12/05/2017			
	Humber, Stephen	Collegian	12/05/2017			

## **<OR>** Use this method when changing 1-3 member statuses:

1. Log into Vault > Chapter > Member Roster and select the appropriate individual

ľ	1ember Ro	ster						
	ACTIVE RECORDS						Add Memb	er
	Showing 1 to 23 of 23	3 entries				Search	Export	<b>.</b>
	Last Name 🔺	First Name	Informal First Name	Account #	Member Status	Join Date	Initiation Date	\$
	Apple	Charlie	Charlie	847475	Collegian - Active	09/22/2013		
	Baldwin	Clark	Clark	1142384	Canidate for Member			

2. Select the edit icon in the Membership Information section

	Member Detail					
>	847475 - Charlie Robert A	pple			View Billing Detail	
	PERSONAL INFORMATION		1	MEMBERSHIP INFORMATION		
	Name	Charlie Robert Apple		Join Date	09/22/2013	
	Date of Birth	02/14/1995		Initiation Date		
	Social Security # on File	Yes		Planned Initiation Date		

47475 - Charlie Robe	rt Apple	? ×
Personal Information	Join Date	
	09/22/2013	
Membership Information	Initiation Date	
Contact Information	Planned Initiation Date	
Home Information	Member Status *	
	Alumnus	Ţ
Billing Profile	Status Reason *	
	Graduated	T
Other Information	Member Status Notes	

3. Update the individual's member status and select 'Save and Close'

For more information or with questions, contact your OmegaFi Representative at 800.276.6342.