


TIP

Under the words New Member are two useful links.

The [Add Member](#) link allows you to add a new member without performing the duplicate social security number test. You may wish to use this link when you are certain that you are entering a new member.

Don't have a social security number? Use the [Add Member](#) link to add the member without a social security number.

The [Test For Duplicates](#) link checks for duplicate social security numbers within the database without adding a new member.

Search Database
Add Member
Reports
Statements
New Member
Add Member
Test For Duplicate


E. Adding A New Member

To add a new member, click on the **ADD MEMBER** button along the left side of your screen.

1. To check for duplicates, enter the nine-digit social security number in the box. The system will accept a variety of numbers and dashes, so it may accept 012-34-5678, 012345678 and 012-345678. Be consistent in your entries to prevent duplicate entries. Click the Next button.

Enter 9 Digit Social Security Number

2. The program will then check for duplicates to ensure that the member has not previously been entered. If the member does not exist, you can add the member by clicking on the rectangular blue button that reads: **CLICK TO ADD MEMBER SSN: XXX-XX-XXXX.**

It looks like this Social Security Number does not exist.

If the member already exists, the program will list the social security number and the member's first name along with the following message: "It looks like this record is already in the database. You may click on the link above to go to this record or try again".

[001-02-0002-John](#)

It looks like this record is already in the database. You may click on the link above to go to this record or try again.