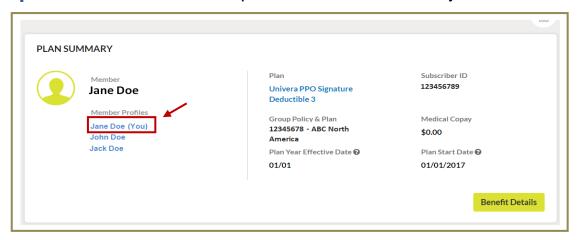


Updating Your Social Security Numbers

Once you have logged in...

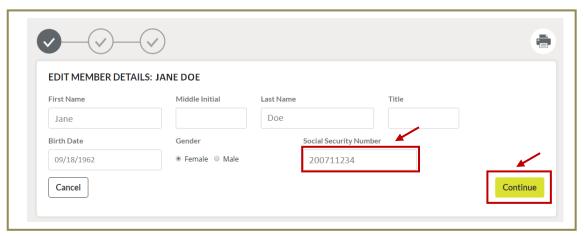
Step1: Select a Member to update their Social Security Number



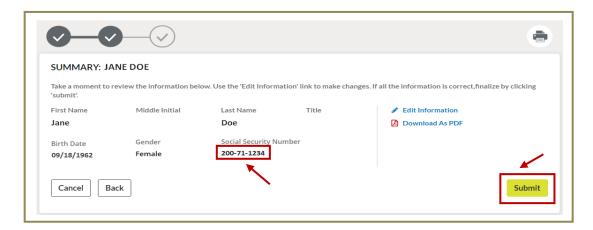
Step 2: Click the 'Edit Member Details' button



Step 3: Edit SSN and click the 'Continue' button



Step 4: Confirm the Social Security Number entered is correct and click the '**Submit**' button



Step 5: Select 'Return to Member Information' to update the next SSN



Step 6: Select the next member to update



Repeat Steps 2-6 for each member.