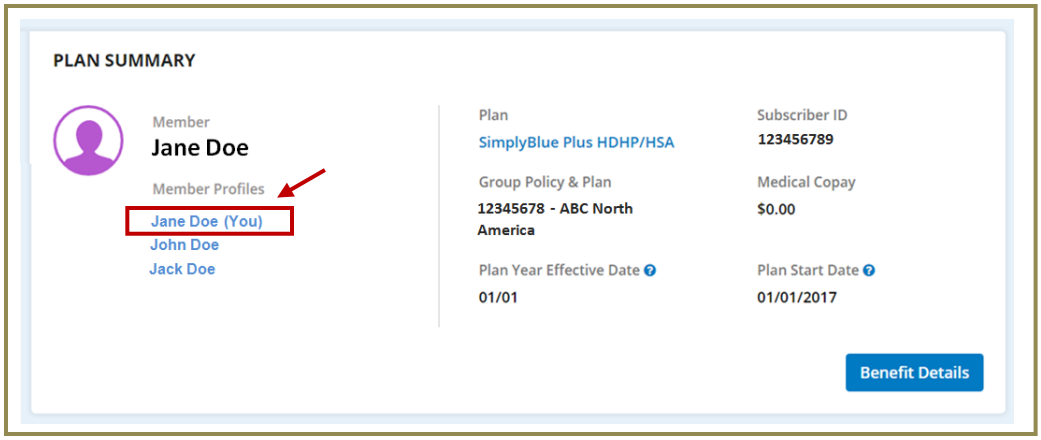
Updating Your Social Security Numbers

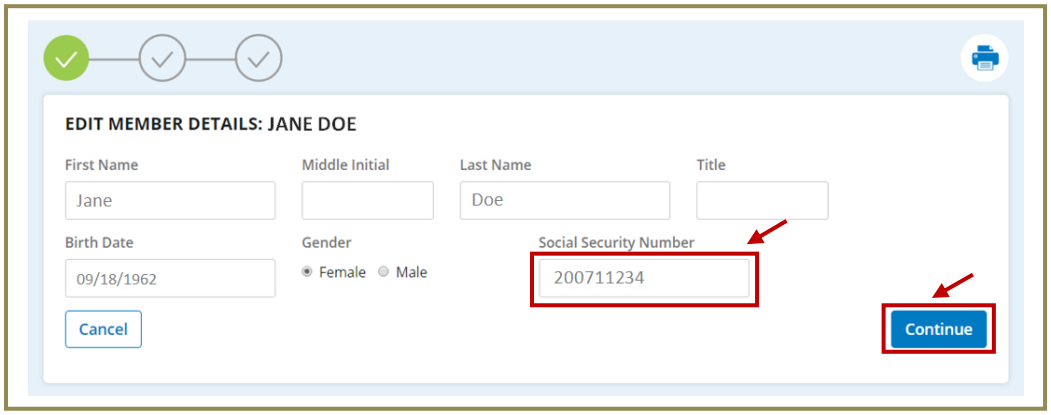
Once you have logged in…

Step1: **Select a Member** to update their Social Security Number

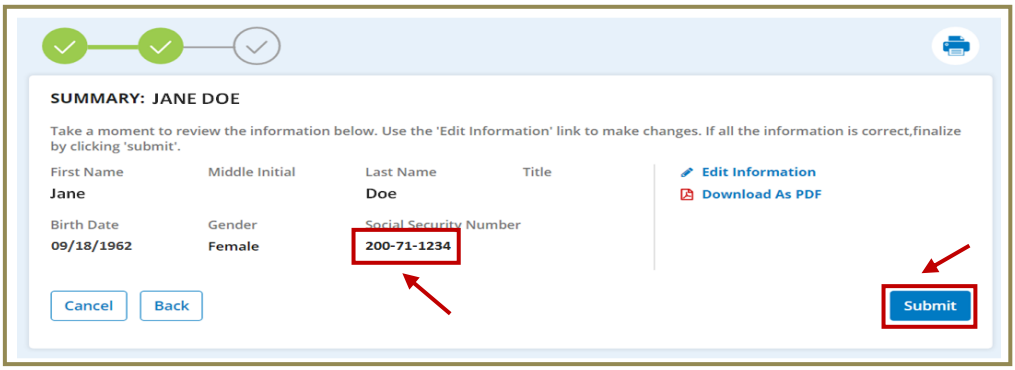


Step 2: Click the '**Edit Member Details**' button

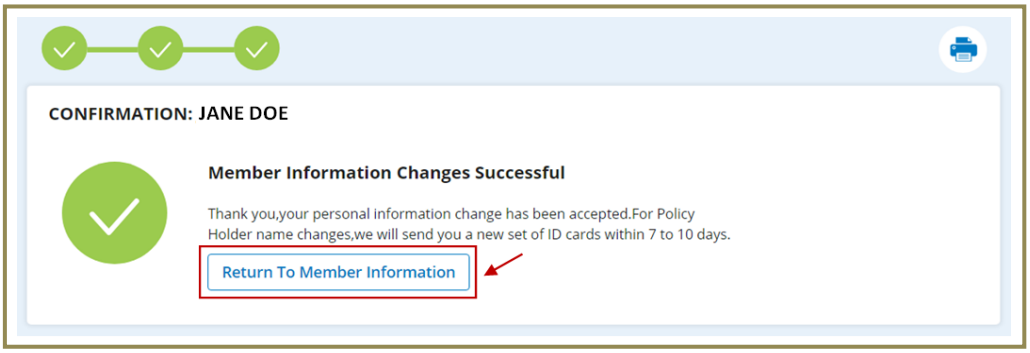
Step 3: **Edit SSN** and click the '**Continue**' button



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.