How to Electronically Inform K of C Supreme of a Death of a Member

1. Upon login into Member Management at <u>https://www.kofc.org</u> , Select Member Management Option

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Officers Desk Reference	Office Of Youth Protection	Home Corporations	Member Management	Member Billing	By Laws Online	Knights Gear	Supplies Online
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2. Select the Live blue button,

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The Service Program Per roles have been appointe Retention Chairman. Safe Environment Requir	sonal (also known a d - Program Directo rements can be four	as Form 365) will b or, Community Dire nd at <u>kofc.org/safe</u>	e recorded as receive ctor, Family Director, I	d when the following require Membership Director, and
Please note that the Men number is 203-752-4210.	iber Management, I When calling, plea	Member Billing and ise select option 1.	By-Laws Online Call	Center's new telephone

3. In the top of your new Window type in part of all of the deceased members last name, then click on the Go button.



4. Left Click on the member in the selection(s) below: The members name, Member number and basic information will appear in the areas where the Black boxes are.

	Membe	er Manageme	ent - Searc	h Resu	lts	ATAT
Fotal Search Result	ts - 1				<< New Sea	arch
Results Returned						
Name	1	Member No.	Age	Туре	Class	City
				Ins	Reg	

5. Once in the Members General Information screen select Personal Information from the left-hand side of your screen in the blue area



6. You will need to scroll down to the bottom of this window until you see "Deceased Date & Next of Kin Information"

Deceased Date & Next of Kin Information	
Member's Deceased Date:	Remove Deceased Date & Next of Kin
First Name: Use Member's Address Address Line 1:	Last Name: Use Member's Last Name Address Line 2:
City:	State/Province:
Postal:	Country:
Relationship:	Phone: Ext. Save Info

- 7. This is where you can enter the members deceased date and a point of contact for our insurance/financial agents to call if the member had any investments and insurance with the Knights of Columbus.
- 8. Click the save button and you are now done.