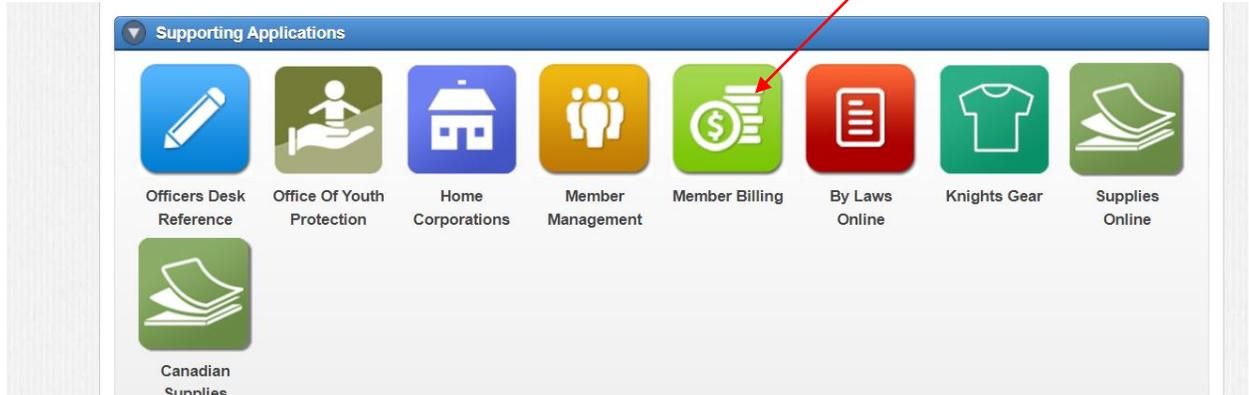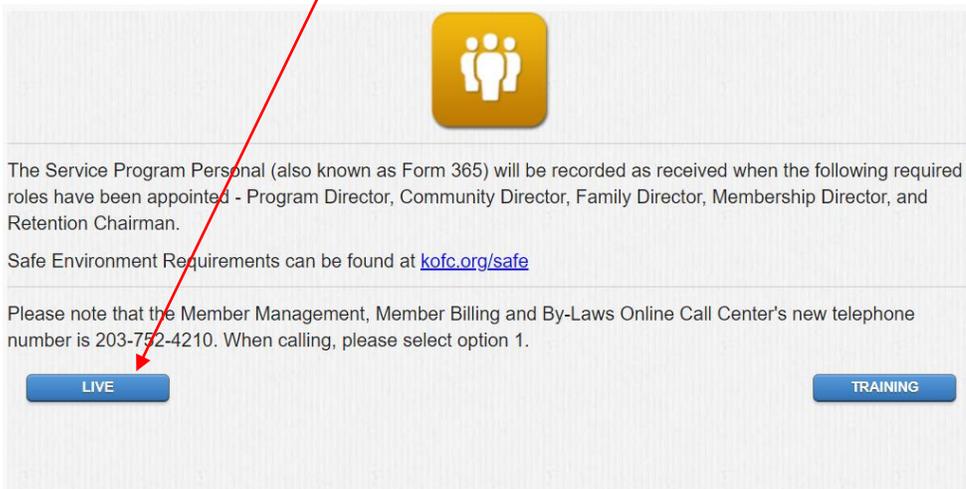## How to Electronically Inform K of C Supreme of a Death of a Member
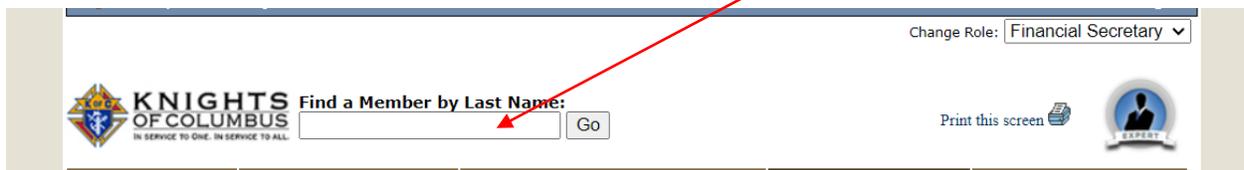
1. Upon login into Member Management at https://www.kofc.org , Select Member Management Option



2. Select the Live blue button.



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.

Member Management - Search Results

Total Search Results - 1

<< New Search

Results Returned

| Name | Member No. | Age | Type | 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

• **Member Management**

▶ **Find a Member**

▶ **Search Results**

▶ **General Information**

▶ **Fraternal Information**

• **Personal Information**

▶ **Member Interests**

▶ **Contact Notes**

▶ **Change History**

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**

MM-DD-YYYY

**First Name:**                          **Last Name:**

[                    ]                     [                    ]

☐ Use Member's Address              ☐ Use Member's Last Name

**Address Line 1:**                     **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.