

## HOW TO UPDATE A MEMBER WHO IS DECEASED

When a fraternal unit is notified that a member has passed away the LCL net member record must be modified to change the status to Deceased. This procedure provides step-by-step procedures on changing a member's status to Deceased.

In the LCL net database retrieve the member's record by finding the member in the Members area of the database.

Lodge Number	9999	Member Moose ID	012345678
Lodge Name	JEFFERSON	Member Name	Avery, Ned

FRU Information    Members    Applications    Sponsors

Find

Active    Inactive

Member ID	Name	Home Address
012345678	Avery, Ned	456 SEVENTH AVE, JEFFERSON, IL, 45678
002179561	Belser, Ben	43 SUPERIOR, JEFFERSON, IL, 45678
001606006	Bova, Jake	54 MAPLE AVE, JEFFERSON, IL, 45678-4555

If the member is currently in an Active status use the Active tab. If the member is currently in an Inactive status use the Inactive tab.

Once the member has been located in the list double click the record to access it.

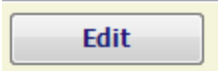
FRU Number	9999	FRU Name	JEFFERSON
Member ID	12345678	Member Name	Ned Avery

Member Information    Payments    Family    Activities

Name Information		Status		Status Change	12/31/2015
Title	<input type="text"/>	Membership Status	Active	Last Changed	09/16/2004
First Name	Ned	Individual Status	Member		
Middle Name	<input type="text"/>				
Last Name	Avery				
Suffix	<input type="text"/>				

Member Information    Dates

When the record is accessed it is in a "Browse" mode and cannot be edited until the "Edit" button is selected in the middle lower section of the screen.

Click the "Edit"  button. All fields that are editable will now be displayed and no longer grayed out. Some fields will remain grayed out as they are not editable.

Member Information		Payments	Family	Activities
<b>Name Information</b> Title: <input type="text"/> First Name: Ned Middle Name: <input type="text"/> Last Name: Avery Suffix: <input type="text"/>		<b>Status</b> Membership Status: Active Individual Status: Member		Status Change: 12/31/2015
<b>Current Address</b> <b>Alternate Address</b> Address 1: 456 SEVENTH AVE		<b>Member Information</b> No Mail: <input type="checkbox"/> Do Not Solicit: <input type="checkbox"/>		<b>Dates</b> Birth: (none) Death: <input type="text"/>

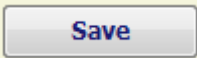
Next select the drop down arrow under the “Individual Status” within the Status section of the screen.

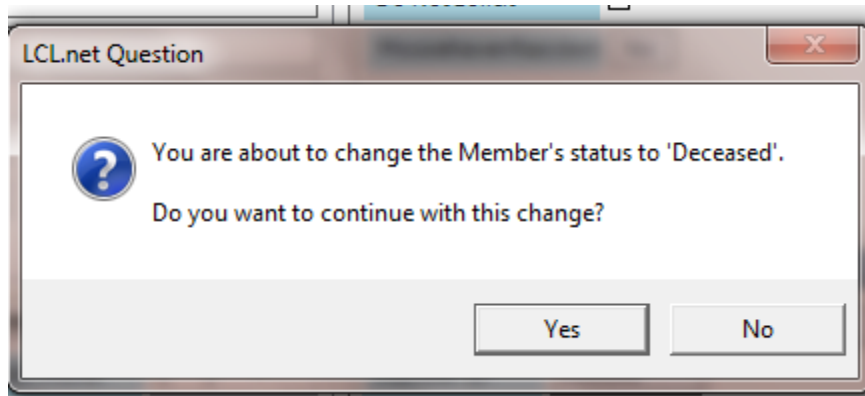
<b>Name Information</b> Title: <input type="text"/> First Name: Ned Middle Name: <input type="text"/> Last Name: Avery Suffix: <input type="text"/>		<b>Status</b> Membership Status: Active Individual Status: <b>Deceased</b>		Status Change: 12/31/2015
<b>Current Address</b> <b>Alternate Address</b> Address 1: 456 SEVENTH AVE		<b>Member Information</b> No Mail: <input type="checkbox"/> Do Not Solicit: <input type="checkbox"/>		<b>Dates</b> Birth: (none) Death: <input type="text"/>

Select “Deceased” under the Individual Status. Notice that the “Death” field is now editable.

Member Information		Payments	Family	Activities
<b>Name Information</b> Title: <input type="text"/> First Name: Ned Middle Name: <input type="text"/> Last Name: Avery Suffix: <input type="text"/>		<b>Status</b> Membership Status: Active Individual Status: Deceased		Status Change: 12/31/2015
<b>Current Address</b> <b>Alternate Address</b> Address 1: 456 SEVENTH AVE		<b>Member Information</b> No Mail: <input type="checkbox"/> Do Not Solicit: <input type="checkbox"/>		<b>Dates</b> Birth: (none) Death: 11/16/2014

The date automatically defaults to the current date. Be sure to change it to the actual date of death if known.

Click the  “Save” button to save the record. The following message will appear reminding you that you are about to change the status of the member to Deceased. This is a warning message. It is important to understand that once a member’s record has been changed to Deceased it cannot be changed back by the fraternal unit. If the status is changed in error it will require a phone call to the Moose International Call Center to get the status changed.



Click “Yes” to save the change. The member’s status has now been changed to “Deceased” and the Death field is populated with the date of death.

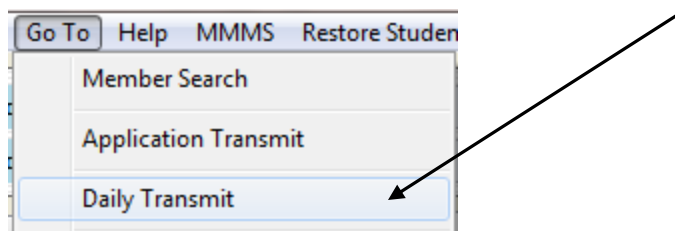
Member Information		Payments	Family	Activities
<b>Name Information</b> Title <input type="text"/> First Name Ned Middle Name <input type="text"/> Last Name Avery Suffix <input type="text"/>		<b>Status</b> Membership Status Active Individual Status Deceased		Status Change 12/31/2015
<b>Current Address</b> <b>Alternate Address</b> Address 1 456 SEVENTH AVE		<b>Member Information</b> No Mail <input type="checkbox"/> Do Not Solicit <input type="checkbox"/>		<b>Dates</b> Birth <input type="text"/> Death 11/16/2014



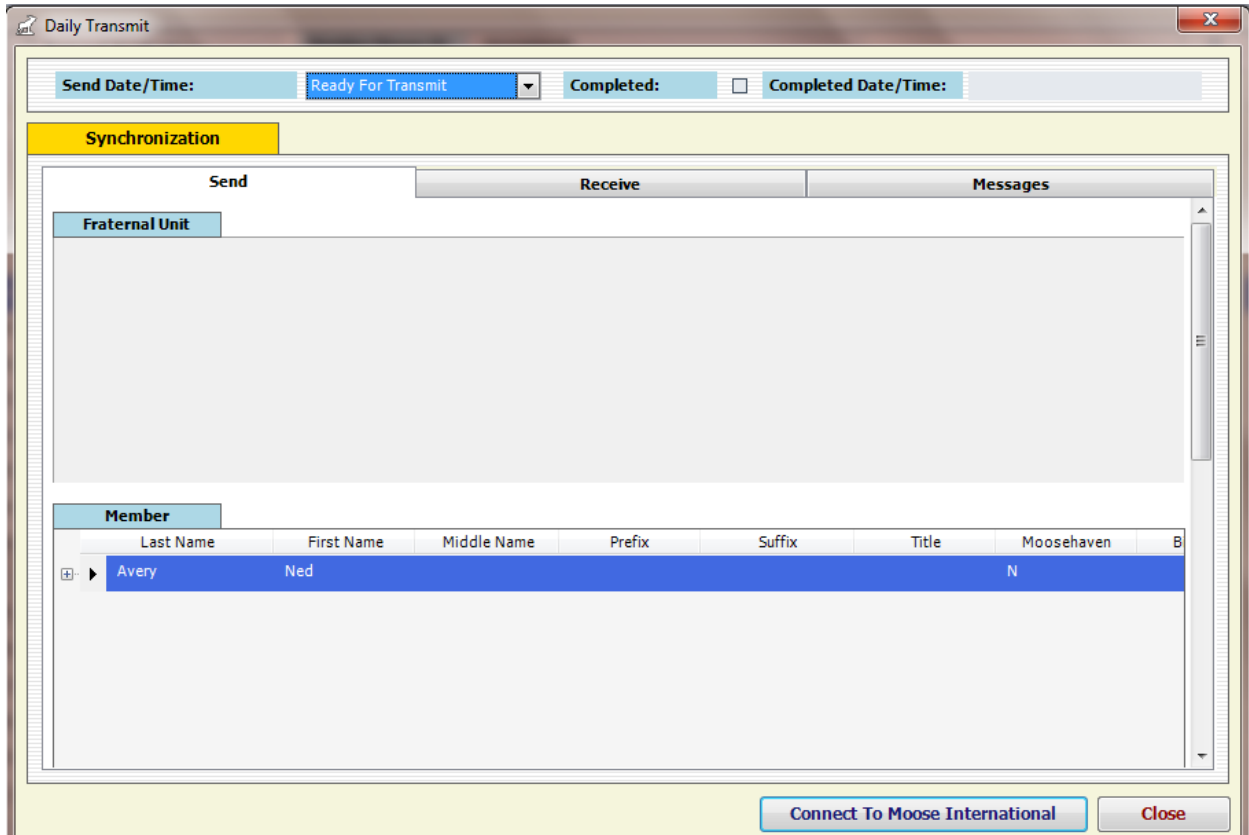
Click the  button in the lower right hand corner of the screen to close the record.

The change in status must now be transmitted to Moose International using the “Daily Transmit” function on the “Go To” menu of LCL net.

From the main LCL net screen select “Go To”, “Daily Transmit”.



**NOTE:** If an “Application Transmit” has not yet been performed today it must be selected first. As a result of performing an “Application Transmit” the process will automatically take you to the “Daily Transmit” process.



The updated member should appear in the “Daily Transmit” screen as shown above. In order to transmit the update to Moose International the **Connect To Moose International** button must be clicked.

The update should be processed by Moose International and then the acknowledgement will be received through the “Daily Transmit” within 48 hours. This update can be seen by selecting the “Receive” tab in the “Daily Transmit” window.

The record in the Members tab should also reflect the updated status of “Deceased”. Since the member’s status is no longer “Active” the member will appear in the “Inactive” tab and the status will be reflected as “Deceased”.

FRU Information		Members		Applications	Sponsors	
Find		Status	Deceased	<a href="#">View Member</a>		
Active		Inactive				
Member ID	Name	Home Address	Home Phone	Status Change Date	Status	Dues Expiration Date
002137703	Colley, Gerald	943 ELM, JEFFERSON, IL, 45678		06/16/1994	Deceased	03/31/1994
002285144	Tine, Laurel	567 JACKSON, JEFFERSON, IL, 45678		11/13/1995	Deceased	09/30/1996