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| Managing Archived Members | |
| *Before You Start*  Member Records should only be archived if the member will not be returning to participate in the program for the foreseeable future. Approved members may not be archived. If a member has an incomplete or submitted enrollment, the enrollment must be sent back and deleted before being archived. | |
| Archiving Member Records   1. Click on the member profile from the Member Search. | Screenshots  *(Screen appearance may vary per state)* |
| 1. Click on the Profile tab within the member record. |  |
| 1. Scroll to the bottom of the page and click the orange “Archive” button. |  |
| 1. Confirm that you would like to archive the member. |  |
| 1. The member will appear to the bottom right of the family member list. |  |

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| Un-Archiving Member Records   1. Click on the archived member record from the Member Search. |  |
| 1. Click on the Member List page in the member’s record. 2. Click on the archived member record in the blue box at the bottom right of the screen. |  |
| 1. Scroll to the bottom of the Member Profile page. 2. Click the gray “Reactivate” button in the bottom left corner. |  |
| 1. Confirm that you would like to Reactivate the member. |  |
| 1. The member record will appear on the member list ready to enroll for the year. |  |