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From: Bob.Goossens@Kofc.Org on behalf of expertfs@kofc.org
Sent: Thursday, March 06, 2008 6:56 AM
Subject: NEW Member Management Application

Gentlemen,

We are pleased to inform you that the new Member Management application is now available to financial secretaries and faithful comptrollers in your jurisdiction.

To get to this application, go to the Order's website at www.kofc.org, click on Reports Online; enter your Username and Password and click go. (If you need assistance with your Username or Password, feel free to contact the Supreme Council Customer Service Department at 1-800-380-9995.) Getting to Reports Online, you will notice a new Member Management tab next to the Reports Online and Program Calendar tabs (this is the area of the web site that you are able to down load your council or assembly roster). After clicking on the Member Management tab, click on proceed when ready to proceed.

Member Management is the first step in fully replacing the current Financial Secretary Personal Computer system, more commonly known as FSPC.

With Member Management, in addition to maintaining member and council / assembly data, changes that need to be reflected at the Supreme Council office will be electronically submitted, thereby eliminating the need for councils and assemblies to file reports and changes manually. Note that the Supreme Council process of updating records has not changed, so you may experience a 2-3 week delay in seeing updates to the roster.

Additionally, certain data will now be shared between the council and assembly (e.g.: if the financial secretary updates a member's address and he is a 4th Degree member, this change will be reflected in the assembly's records as well).

It is our belief that this new application, the first in many steps planned, will streamline the duties and responsibilities of our financial secretaries and faithful comptrollers. Grand knights and faithful navigators will also have access to this application as well.

PLEASE NOTE: Certain data changes made in Member Management will change the records at the Supreme Council office (e.g. if you change a person's address, this will be reflected at the Supreme Council office).

Additionally, due to Orderwide standards, certain data changes in Member Management will NOT be reflected on the roster (for example: street will remain as ST even if changed to Street; a member's name with a apostrophe, like O'Keefe, will continue to appear as O Keefe, without the apostrophe; etc.).

We encourage you to begin using Member Management and if there are any questions, or assistance is required, please use the "Contact Us" link in Member Management to email the Supreme Council office, or call 203-752-4401.

Fraternally,

Supreme Council eBusiness Team

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