

Process for Reporting Deceased Members using MM and MB

First: Go to MM Program and find name of the deceased member. Once found, go to Personal Information and enter deceased date and save information. This action will notify home office records via internet.

Second: Go to MB and again find the member on Member Ledger, change billing status to deceased. Be sure to clear amounts for dues and assessments from his record. Status must be changed to avoid printing a dues statement at the next billing period. Changing his status here will not update home office records.

• Member Management

- ▶ Find a Member
- ▶ Search Results
- ▶ General Information
- ▶ Fraternal Information
- Personal Information
- ▶ Member Interests
- ▶ Contact Notes
- ▶ Change History

Member Management - Personal Information



Member



Jeff J Podraza

Council 10909

Member #: 2519234

DOB: 10-05-1966

Phone:

Wife: Divorced

<< >>

[Member Info](#) | [Spouse Info](#) | [Children Info](#) | [Next of Kin Info](#)

Member Information

Parish:

St. Wenceslaus

[Add a Parish](#)

Marital Status:

Divorced

Birth Date:

10-05-1966

MM-DD-YYYY

Birth Date is updatable for Associate members only

Clergy:

Ordination Anniversary Date:

MM-DD-YYYY

Occupation:

Employer:

Deceased Date:

12-18-2010

MM-DD-YYYY

Remove Deceased Date

- ▶ Council Ledger
- ▶ Billing Information
- Member Information
 - ▶ Find a Member
 - ▶ Search Results
 - Member Ledger
 - ▶ Billing Information
 - ▶ Contact Notes
 - ▶ Transfers
- ▶ Email

Member Billing & Accounting - Member Ledger



Member



Jeff J Podraza

Council 10909

Member #: 2519234

Phone:

DOB: 10-05-1966

Wife: Divorced

[Billing Status](#) |
 [Member Balances](#) |
 [Member Transactions](#) |
 [Adjustment](#)

Billing Status

Status	As of	Paid through
<div style="border: 1px solid #ccc; padding: 2px;"> Deceased Member ▼ <ul style="list-style-type: none"> Dues are Current 1st Notice 2nd Notice Knight Alert Intent to Suspend Prior Member Deceased Member </div>	<input style="width: 80%;" type="text" value="12-18-2010"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/> <small>MM-DD-YYYY</small>	12-31-2010

[Billing Status](#) |
 [Member Balances](#) |
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 [Adjustment](#)

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
(12.00)	0.00	0.00	12.00	0.00

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