


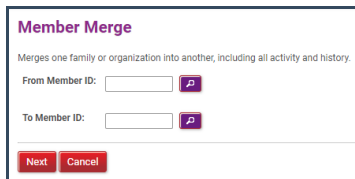
## Member Merge

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# Member Merge


### *Find Member > Access Account to be Merged*

1. Click **Find Member** > Search for the **From** account (this is the account to be merged into another unit).
2. Click the **Merge**  icon on the profile screen (permission-based).
3. Use the magnifying glass to search for the **To** unit (this is the account that the from account will be merged to) and click **Next**.



**Member Merge**  
Merges one family or organization into another, including all activity and history.

From Member ID:  

To Member ID:  

**Next** **Cancel**

4. For each person in the **From** household account, select from the dropdown to tell the system if that person should be merged with an existing person in the **To** household (if they are the same person) or should be a new family member (if they are a separate person who doesn't yet exist in the **to** household unit.) Click **Next**.
5. Select which demographic details and contact information to retain for each merged person.
6. Click **Finish** to finalize. Remember, merging accounts is **final** and **cannot be reversed**. It will appear in the system as if the **From** account never existed.

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**IMPORTANT: Merge is final and cannot be undone. Do not merge unless you are certain.**

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The merge process combines household accounts. This means that everyone in the **From** household is merged into the **To** household. Individuals cannot be extracted from a household account and merged into another household unit. All individuals in the from account must be merged.

If someone is no longer part of a household, they should be **hidden** and a new account created. This keeps the history intact from when they were part of the old household unit.

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