Updating the LWVUS Member Database

Local Leagues are responsible for updating their membership records in the LWVUS database, accessible through www.lwv.org. LWVUS draws upon the database every year to record membership numbers and calculate each local League’s PMP obligation. **Records must be completely updated by January 31 of each year to ensure accurate reporting and billing for dues.**

**Please note:** LWVUS calculates PMP amounts based on the number of members on your roster marked “Active.” **Their calculations do NOT take member expiration dates into account.** Please be sure to manually update the status of any member who is no longer active before January 31 of each year.

LWV of Illinois also uses the LWVUS database to access member contact information. This database is the state League’s primary resource for member phone numbers, emails, and mailing addresses for E-News blasts, TFAs, Illinois Voter newsletters, Phonathon mailings, etc. To ensure that your members get important information from the LWVIL office, please update the database regularly throughout the year or whenever a member joins for the first time, has a contact information change, or has a change in status. When possible, please indicate when a member has passed away by changing her/his status to Deceased.

The state League relies upon local Leagues to keep records accurate and complete.
To log in to your League’s LWVUS account:

1. Go to LWVUS website at www.lwv.org. Click on “Login” in upper right corner.

2. On the next screen, enter your League’s User ID and Password and click “Login.” For help with your League’s login credentials, please call the LWVIL office at 312-939-5935, ext. 37.
To view your League’s current roster:

1. In the left menu column, click “Roster.”

2. Choose whether you want to see Active members, Inactive members, or both. Choose whether you want to view a list of members on your screen or download a spreadsheet with the information. Then click “Run Roster.”
To add a new member to your League’s roster:

1. In the left menu column, click “Add Member.”

2. Enter the member’s information and click “Search.” On the next screen, click “Add Member.”

3. Enter the new member’s contact and membership information. Then click “Submit.”

Member Codes are explained in the “Member Codes” guide (page 7). Most individual voting members will be coded L1V.
To view or edit an existing member’s information:

1. In the left menu column, click “MICF.”
   
Enter member information into one or several of the search boxes and click “Enter.” Available search fields include Member ID, First Name, Last Name or Email, State, and Zip.

2. Select the member from the list of matches by clicking on her/his Member ID.

3. To update the member record, enter the new information into any of the available fields. Then click “Submit Changes” at the bottom of the page.
To code two or more members as part of a shared household:

1. Add each member to the database individually, following the steps on page 4. For assistance in assigning the correct member codes, refer to the “Member Codes” guide (page 7).

   In a shared household, one person will have a Member Type (second digit) of 2, meaning “first household member.” Additional members will have a Member Type of 3, meaning “additional household member.”

2. Navigate to the first household member’s MICF screen. At the bottom is a section titled “Add/Remove Household Account.”

   Next to “Household Action,” select add. Then enter the additional member’s first and last name or member ID and click “Submit Changes.”

   **Please note: if one person in a shared household becomes Inactive but the other remains an Active member, the Active person’s Member Code must be changed to reflect this. The remaining Active member is now an individual member (L1V), not a first or second household member (L2V or L3V). Please see the “Member Codes” guide (page 7) for more.**
MEMBER CODES

Choose one from each of the following categories to determine the three digit member code:
For example, L1V, L2V, R1V, L1N, L1M, S1V

DUES PAYMENT (first digit)

L — Member pays dues to local League. Full PMP owed to LWVUS.
R — Member recruited by LWVUS, now pays dues to local League.
N — Member pays dues to LWVUS. League pays no PMP to LWVUS.
S — Student Member pays dues to local League. Half PMP rate owed to LWVUS.

MEMBER TYPE (second digit)

1 — Individual member. Full PMP owed to LWVUS for “L” and “R” members. If student member, half of PMP rate is owed to LWVUS.
2 — First household member. Full PMP owed to LWVUS for “L” and “R” members.
3 — Additional household member. Half PMP owed to LWVUS for “L” and “R” members.
4 — Honorary 50 year member. No PMP owed.

VOTING STATUS (third digit)

V — Voting member (US citizen over 18-years old)
N — Nonvoting member, non-citizen *See NOTE below.
M — Nonvoting member, under 18 years old *See NOTE below.

*NOTE: ASSOCIATE MEMBER

An Associate is a dues-paying member but is under 18-years old or is a non-US citizen.
Sample member codes are: S1N, S1M, S2N, L1N, R1N, N1N, N2N, R2N, L2N, L3N