

How to Update Your Email/Other Information

- 1. Go to the website: <u>www.kofc7784.org</u> and click on Member List.
- 2. Sign in using your membership number and date of birth.
- 3. Find your name on the Member List and click on the UPDATE box.
- 4. Update the information and click on the SUBMIT YOUR CORRECTIONS.
- 5. This will get your changes to the Financial Secretary for action.

METHOD #2

TO UPDATE YOUR INFORMATION FROM THE SUPREME WEBSITE

- 1. Go to website: <u>www.kofc.org</u> and click on **For Members**.
- 2. Scroll down to Update Contact Information and click on it.
- 3. Fill in the necessary information. Check the boxes that you are a Knight of Columbus and are updating Membership/Columbia information.
- 4. Click **Submit**. This will update the National database and save some work for the Financial Secretary.

OR

- 1. Go to our website: <u>www.kofc7784.org</u> and click on SUPREME COUNCIL SITE.
- 2. Click on **For Members** and follow steps 3 and 4 above.