Member Management

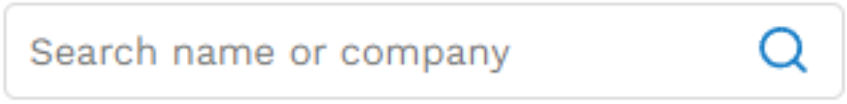
How do I edit a member?

To edit a member, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Member Management under the Organization Management heading.
3. Select the member you'd like to revise or update:

a. Scroll down to find the company you're looking for.

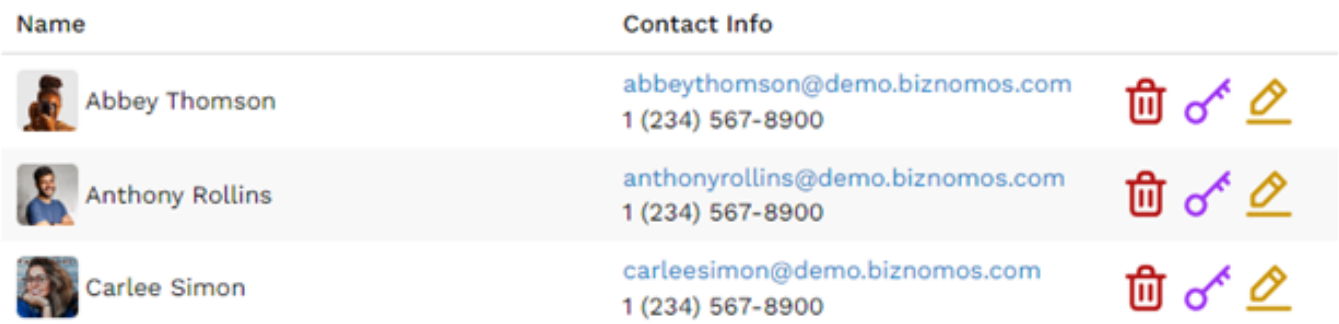
b. Search via the search bar in the top right corner.



c. Filter results by Member Type by expanding the Advanced Options arrow.



4. Click on the yellow pencil icon on the far right side of the member's name.



5. Edit the member with the following fields:

a. Member ID

b. Member Type

c. Company

d. First Name

e. Middle Name

f. Last Name

g. Email Address

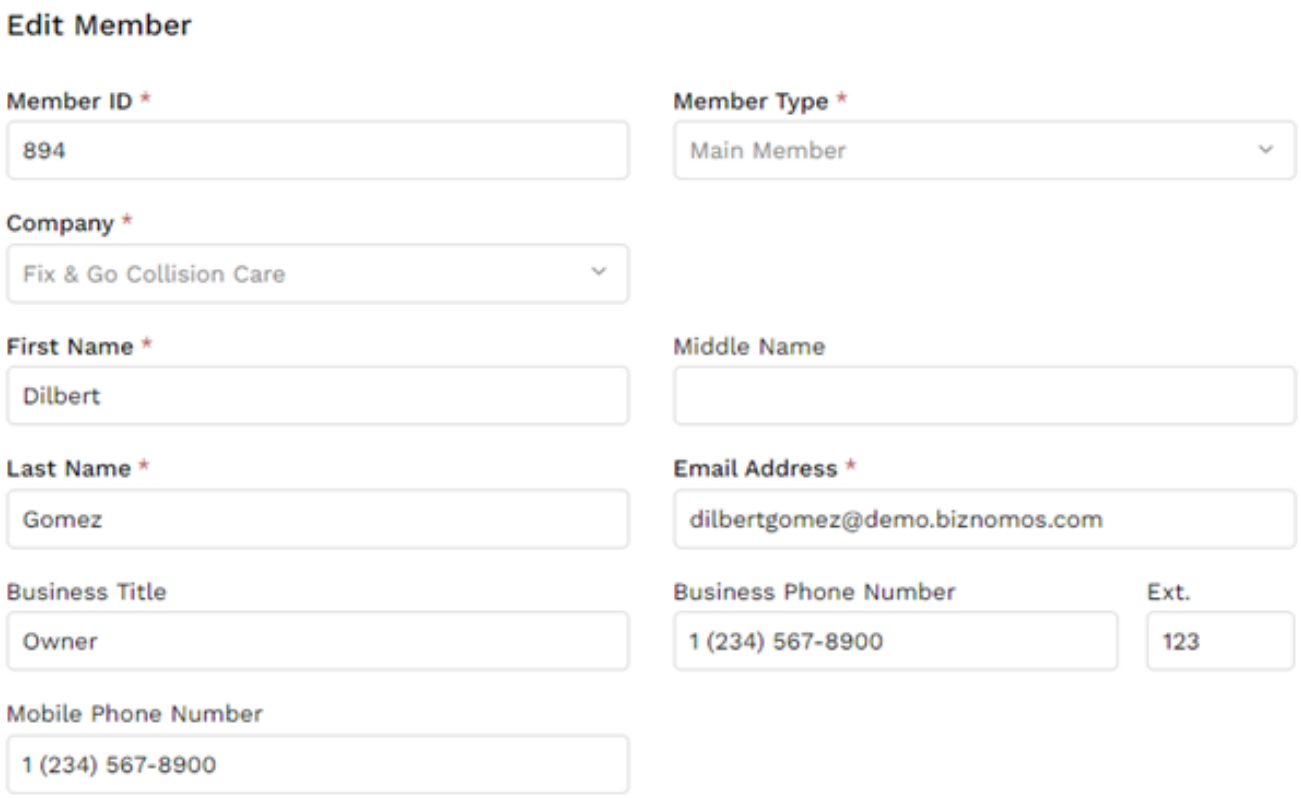
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h. Business Title

i. Business Phone Number

j. Extension

k. Mobile Phone Number



l. Email Notifications

   i. Check/Uncheck All

   ii. Incoming Referrals

   iii. Announcements

   iv. Files Added

   v. New Events

   vi. Polls Open

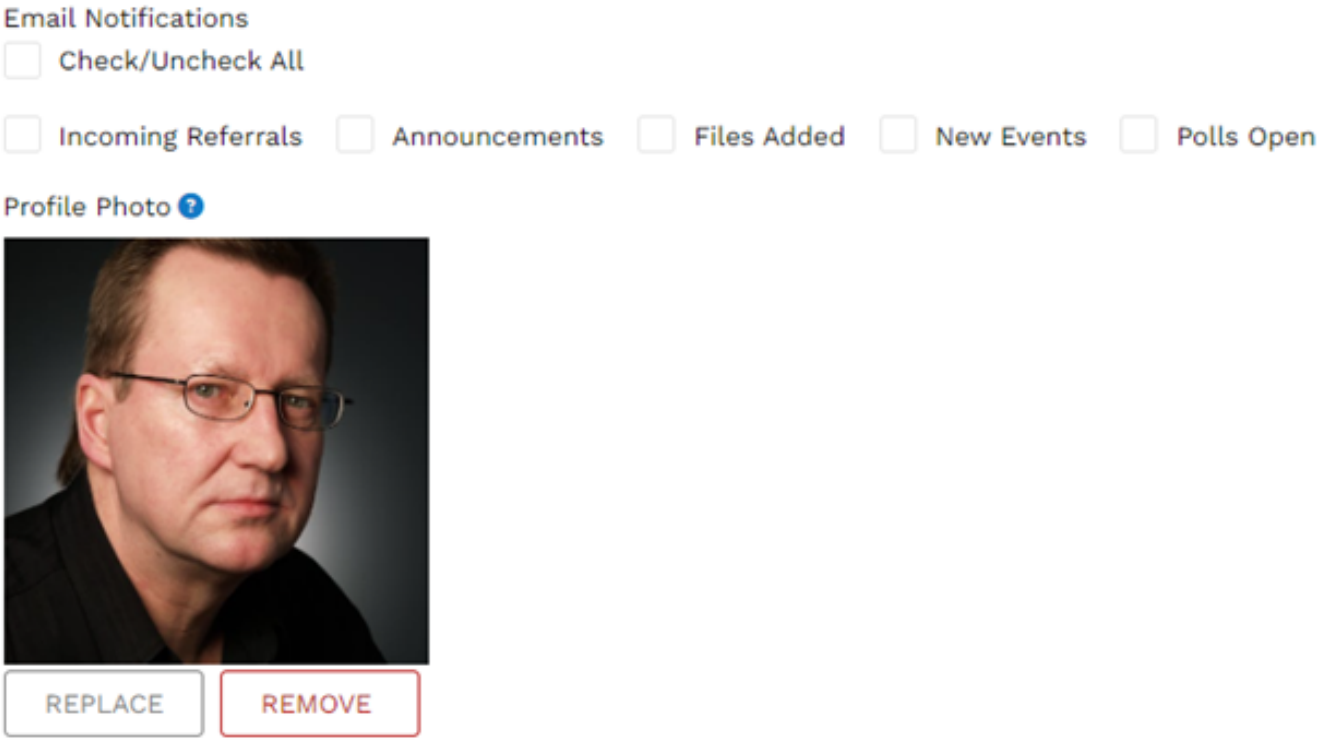
m. Profile Photo

   i. Replace or Remove

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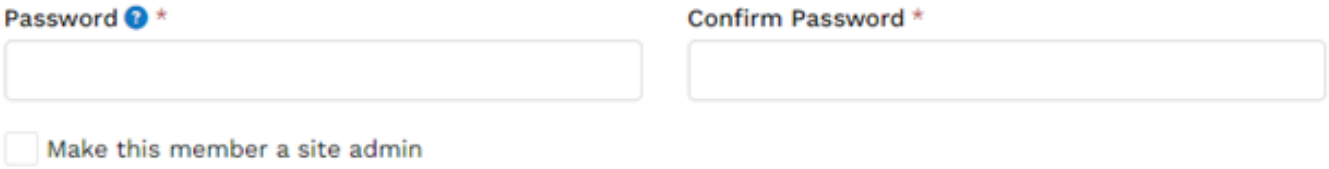


n. Join date



o. Enter and Confirm Password.

p. Optionally check the Make this member a site admin box.



q. Click on the blue Update Member to edit this member in your organization.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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Unique solution ID: #1009
Author: n/a
Last update: 2024-05-29 19:14

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