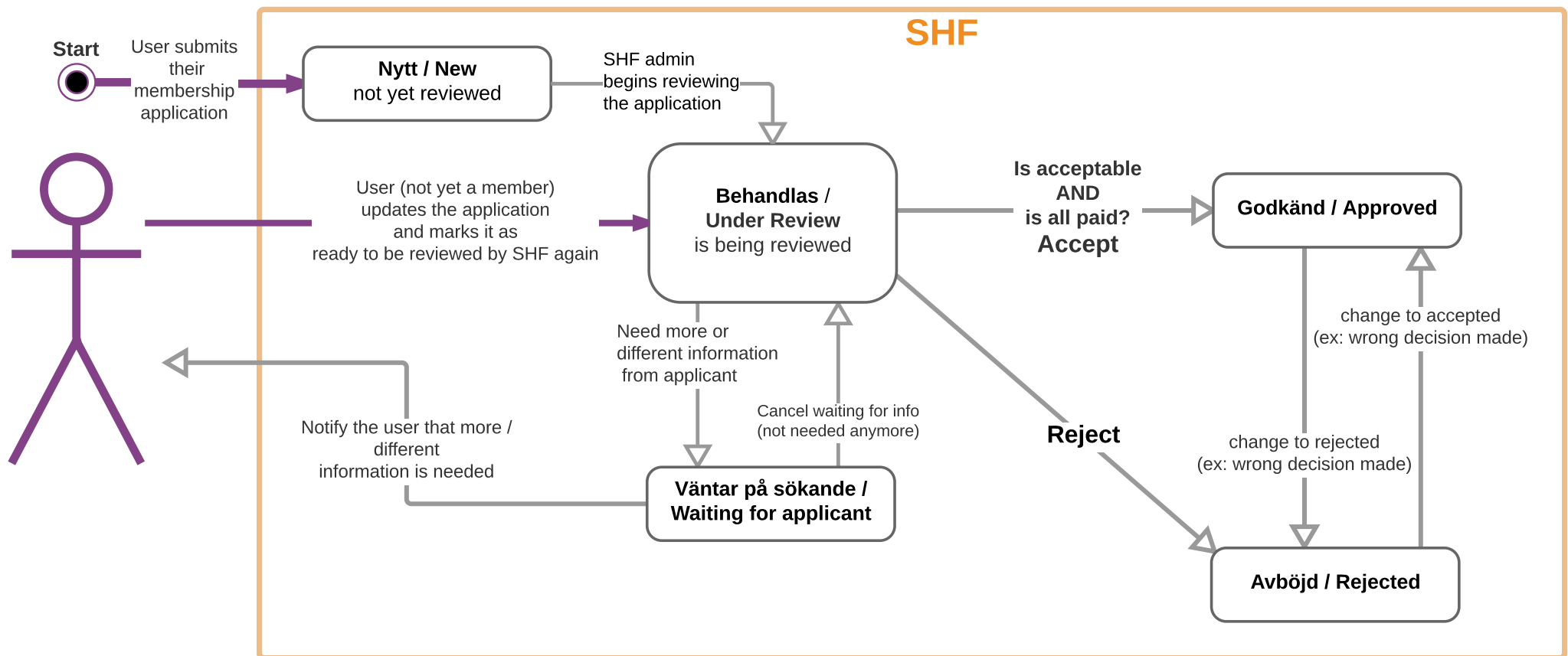This reflects the feedback and decisions made in the discussion with Ulrike, Sussana, Patrick, and Ashley on 2 January 2017.

- **Updates**: Once someone has been approved as a member, if they need to change or update their information:
   - only **category changes** need to be reviewed by SHF. Ex: If they are now certified for an additional category. The process for review is the same as above, but it only applies to information relating to the changed category or categories. The other information for the member (the contact information, organization number, etc.) does not need to be reviewed again.

- **Payments / Charges / Refunds**: Currently we will only manually track if a user has paid or not. Any charges or payments or refunds will not be handled by the system. (That will happen in the future.)

- Once an application is **rejected**, a user must submit a new application if they want to be reconsidered. (And so the process starts all over again with a new application.)

- In the future there may be many SHF people doing reviews. (There may be different people responsible for reviewing the different types of memberships, for example.) At that point, it would be helpful to also track which SHF person (or people?) is doing the review.