

Requests that are incomplete or do not follow these guidelines will be sent back to you for correction.

Please send all MERGE and HOUSEHOLD requests to the LEAD ON DUTY!

GUIDELINES:

- At least one account must be completely up to date.
- Please make any updates you can – name spelling, capitalization, proper formatting, etc. before sending the request
- Please include FULL names and all other details – leave nothing to guesswork!
- For household requests, you **MUST** indicate the default email!
- For merge requests, you **MUST** indicate which account is up-to-date!

REQUEST FORMATTING EXAMPLES

Household Creation Request

Account #1: #12345

Account #2: #67890

Default Email:

Notes: *indicate discrepancies, such as non-matching addresses, and which account has accurate info*

Household Creation Request

Account #1: 12345

Add Name: John Smith

Default Email:

Notes:

Merge Request:

Account #1: 12345 <-- this account is up to date

Account #2: 67890

..

Account #9: 98654

Notes: *indicate any discrepancies such as non-matching addresses*