

Managing Member Information

Market: House, Senate

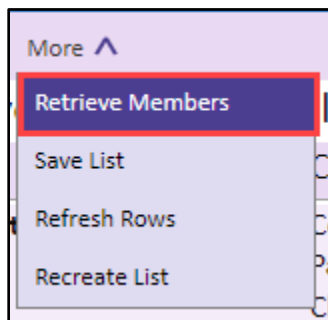
Description: These instructions teach users how to manage congressional member information stored in IQ.

Retrieving Member Information

1. Navigate to the **LegiStats** → **Views** → **Members of Congress**.
2. Select either **Representatives Current** or **Senators Current** as appropriate.



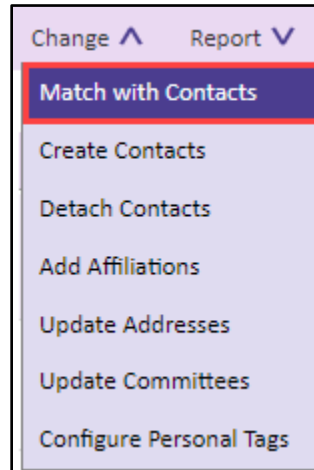
3. Click **More**. Select **Retrieve Members**.



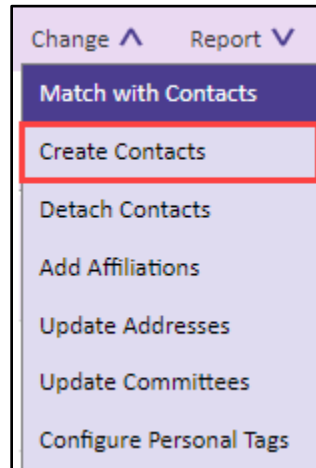
4. IQ will update all member data.

Creating IQ Contacts for Members

1. Navigate to the **LegiStats** → **Views** → **Members of Congress**.
2. Follow the steps above for *Retrieving Member Information*.
3. Select the row of the Member's record. Click **Change**. Select **Match with Contacts**.



4. Select the row of the Member's record. Click **Change**. Select **Create Contacts**.



5. Click **Save**.
6. Repeat to:
 - a. **Add Affiliation**
 - b. **Update Address**
 - c. **Update Committee**

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