

## Managing Congressional Member Data

**Market:** House, Senate

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

### Retrieving Member Information

1. Navigate to **LegiStats > Members, Votes, or Actions > Members- Current Congress.**
2. Click **More > Retrieve Members.** IQ updates all Member Data.

The screenshot shows the LegiStats interface with a navigation bar at the top containing: Home, Contacts, Messages, Outreach, Services, Academy, Library, Events, Boards, LegiStats, and Admin. On the left, there is a 'Filters' sidebar with a search box and expandable sections for Chamber, Party, State, Contact Match, and Personal Tag. The main content area is titled 'LegiStats > Results' and 'Members - 117th Congress (538 Results)'. It features a toolbar with buttons for List, Analyze, Change, More, and Sort: State/District (Asc). Below the toolbar, there are three rows of member data, each with a 'Retrieve Members' button and an ID number. The first row is for Don Young, the second for Lisa Murkowski, and the third for Dan Sullivan. Each row includes fields for Address, Phone, Committees, Party, Congress, Bills, and Bio. Guide.

Member Name	Address	Phone	Committees	Party	Congress	Bills	Bio. Guide
Young, Rep. Don (AK00) Member: U.S. House IQ Contact: <a href="#">The Honorable Don Young</a>	2314 Rayburn HOB	(202) 225-5765	Natural Resources; Transportation and Infrastructure	R	117	25	<a href="#">Y000033</a>
Murkowski, Sen. Lisa (AK) Member: U.S. Senate IQ Contact: <a href="#">The Honorable Lisa Murkowski</a>	522 Hart Senate Office Building	(202) 224-6665	Appropriations; Energy and Natural Resources; Health, Education, Labor and Pensions; Indian Affairs	R	117	2	<a href="#">M001153</a>
Sullivan, Sen. Dan (AK) Member: U.S. Senate IQ Contact: <a href="#">The Honorable Dan Sullivan</a>	302 Hart Senate Office Building	(202) 224-3004	Armed Services; Commerce, Science, and Transportation; Environment and Public Works; Veteran's Affairs	R	117	2	<a href="#">S001198</a>

### Creating IQ Contacts for Members

1. Navigate to **LegiStats > Members, Votes, or Actions > Members- Current Congress.**
2. Click **More > Retrieve Members.**
3. Select the row of the Member's record. Click **Change > Match with Contacts.**

Match Members to Existing IQ Contact Records	
Member	Possible Contact Matches <input type="button" value="Un-check All"/>
Adams, Alma [D-NC12]	No matches found.
Amash, Justin [R-MI03]	No matches found.
Amodei, Mark [R-NV02]	No matches found.
Ayotte, Kelly [R-NH__]	No matches found.
Baldwin, Tammy [D-WI__]	No matches found.
Barber, Ron [D-AZ02]	No matches found.
Barletta, Louis [R-PA11]	No matches found.
Barr, Andy [R-KY06]	No matches found.
Bass, Karen [D-CA37]	No matches found.
Beatty, Joyce [D-OH03]	No matches found.
Becerra, Xavier [D-CA34]	<input checked="" type="radio"/> <a href="#">The Honorable Xavier Becerra</a> , 1119 Longworth Hob
Benishkek, Dan [R-MI01]	No matches found.
Bentivolio, Kerry [R-MI11]	No matches found.
Bera, Ami [D-CA07]	No matches found.
Billirakis, Gus [R-FL12]	<input checked="" type="radio"/> <a href="#">The Honorable Gus Bilirakis</a> , 1630 Longworth Hob
Black, Diane [R-TN06]	No matches found.
Blumenthal, Richard [D-CT__]	No matches found.
Blunt, Roy [R-MO__]	No matches found.
Bonamici, Suzanne [D-OR01]	No matches found.
Booker, Cory [D-NJ__]	No matches found.
Boustany, Charles [R-LA03]	<input checked="" type="radio"/> <a href="#">The Honorable Charles Boustany Jr.</a> , 1117 Longworth Hob
Brat, Dave [R-VA07]	No matches found.

4. After matching the Member’s information with existing IQ Contact records, click **Change> Create Contacts**.
5. Click **Save**.
6. Repeat the same steps for **Add Affiliation**, **Update Address** and **Update Committee** to update your Member of Congress Contact record.

### Add Affiliations to 262 Matched IQ Contact Records

<b>Affiliation</b>	<b>Include</b>
MOC.ALL - Member of Congress	<input checked="" type="checkbox"/>
MOC.(congress)-(congress)th Congress	<input checked="" type="checkbox"/>
MOC.(chamber)-(chamber name)	<input checked="" type="checkbox"/>
MOC.(party)-(party name)	<input checked="" type="checkbox"/>
MOC.(abbreviation)-(state name)	<input checked="" type="checkbox"/>
Other Affiliations	<input type="text"/>

Remove all existing MOC. Affiliations for selected Members

### Update Addresses in Matched IQ Contact Records

Member	Contact Record	Member Record	Update
			Un-check All
Alexander, Rodney [R-LA05]	316 Cannon Hob	316 Cannon HOB	<input checked="" type="checkbox"/>
Andrews, Robert [D-NJ01]	2439 Rayburn Hob	2265 Rayburn HOB	<input checked="" type="checkbox"/>
Bachmann, Michele [R-MN06]	412 Cannon Hob	2417 Rayburn HOB	<input checked="" type="checkbox"/>
Bachus, Spencer [R-AL06]	2246 Rayburn Hob	2246 Rayburn HOB	<input checked="" type="checkbox"/>
Barrow, John [D-GA12]	213 Cannon Hob	2202 Rayburn HOB	<input checked="" type="checkbox"/>
Barton, Joe [R-TX06]	2109 Rayburn Hob	2107 Rayburn HOB	<input checked="" type="checkbox"/>
Bennet, Michael [D-CO__]	702 Hart Senate Office Building	458 Russell Senate Office Building	<input checked="" type="checkbox"/>
Bishop, Rob [R-UT01]	124 Cannon Hob	123 Cannon HOB	<input checked="" type="checkbox"/>
Bishop, Sanford [D-GA02]	2429 Rayburn Hob	2429 Rayburn HOB	<input checked="" type="checkbox"/>
Bishop, Tim [D-NY01]	225 Cannon Hob	306 Cannon HOB	<input checked="" type="checkbox"/>
Blackburn, Marsha [R-TN07]	509 Cannon Hob	217 Cannon HOB	<input checked="" type="checkbox"/>
Blumenauer, Earl [D-OR03]	2267 Rayburn Hob	1111 Longworth HOB	<input checked="" type="checkbox"/>
Boehner, John [R-OH08]	1011 Longworth Hob	1011 Longworth HOB	<input checked="" type="checkbox"/>
Bonner, Jo [R-AL01]	422 Cannon Hob	2236 Rayburn HOB	<input checked="" type="checkbox"/>
Bortallo, Madeline	427 Cannon Hob	2441 Rayburn HOB	<input checked="" type="checkbox"/>

Update Committee Notes			
Member	Contact Record	Member Record	Update
			Un-check All
Alexander, Rodney [R-LA05]	Appropriations; Budget	Appropriations	<input checked="" type="checkbox"/>
Andrews, Robert [D-NJ01]	Armed Services; Budget; Education and the Workforce	Armed Services; Education and the Workforce	<input checked="" type="checkbox"/>
Bachmann, Michele [R-MN06]	Financial Services	Financial Services; Permanent Select Committee on Intelligence	<input checked="" type="checkbox"/>
Bachus, Spencer [R-AL06]	Financial Services	Financial Services; Judiciary	<input checked="" type="checkbox"/>
Barrow, John [D-GA12]	Agriculture; Energy and Commerce	Energy and Commerce	<input checked="" type="checkbox"/>
Baucus, Max [D-MT__]	Agriculture, Nutrition and Forestry; Environment and Public Works; Finance; Joint Committee on Taxation	Agriculture, Nutrition and Forestry; Environment and Public Works; Finance; Joint Committee On Taxation	<input checked="" type="checkbox"/>
Bennet, Michael [D-CO__]	(none)	Agriculture, Nutrition and Forestry; Finance; Health, Education, Labor and Pensions	<input checked="" type="checkbox"/>
Bishop, Rob [R-UT01]	Armed Services; Education and the Workforce; Natural Resources	Armed Services; Natural Resources; Rules	<input checked="" type="checkbox"/>

### Searching for Members

When you click on the **Members - Current Congress** or **Members - Prior Congresses** links in the **LegiStats** module, IQ takes you to a list of all downloaded members for the Congress selected in your User Preferences. You can filter based on information such as Chamber, Party, State, Member Name, Congress, Party, or Committee.

The screenshot shows the LegiStats interface with a navigation bar at the top containing links like Home, Contacts, Messages, Outreach, Services, Academy, Library, Events, Boards, LegiStats, and Admin. On the left, there is a 'Filters' sidebar with sections for Chamber (House/Senate), Party (D/I/R), and State (AK through FL). The main content area is titled 'LegiStats » Results' and 'Members - 117th Congress (538 Results)'. It features a 'List' button and a 'Sort: State/District (Asc)' dropdown. Below this, a list of members is displayed, each with a plus icon to expand details. The expanded details for 'Young, Rep. Don (AK00)' include: Address: 2314 Rayburn HOB; Phone: (202) 225-5765; Committees: Natural Resources; Transportation and Infrastructure; Party: R; Congress: 117; Bills: 25; Bio. Guide: Y000033. Other members shown include Murkowski, Sen. Lisa (AK), Sullivan, Sen. Dan (AK), and Carl, Rep. Jerry (AL01).

Clicking the **+** icon next to a Member's Name will expand **LegiStats** data collected for that member, including links to Congressional Bills sponsored by that Member of Congress.

 **Schatz, Sen. Brian (HI)**  
**Member:** U.S. Senate  
**IQ Contact:** [The Honorable Brian Schatz](#)

**Address:** 722 Hart Senate Office Building  
**Phone:** (202) 224-3934  
**Committees:** Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; Ethics; Indian Affairs

**Party:** D  
**Congress:** 117  
**Bills:** 4  
**Bio. Guide:** [S001194](#)

**Bills Sponsored:**

- [S 120](#) A bill to prevent and respond to the misuse of communications services that facilitates domestic violence and other crimes. (Introduced: 1/28/2021. Last major action: Introduced in Senate - 1/28/2021.)
- [S 199](#) A bill to authorize the Director of the Centers for Disease Control and Prevention to award grants to eligible State, Tribal, and territorial public health agencies to develop and administer a program for digital contact tracing for COVID-19, and for other purposes. (Introduced: 2/3/2021. Last major action: Introduced in Senate - 2/3/2021.)
- [S 204](#) A bill to establish the Office of Press Freedom, to create press freedom curriculum at the National Foreign Affairs Training Center, and for other purposes. (Introduced: 2/3/2021. Last major action: Introduced in Senate - 2/3/2021.)
- [SRES 54](#) An original resolution authorizing expenditures by the Committee on Indian Affairs. (Introduced: 2/12/2021. Last major action: Reported to Senate - 2/12/2021.)

[LegiStats Demographics](#)  
[Sen. Schatz on IQexpress.com](#)