

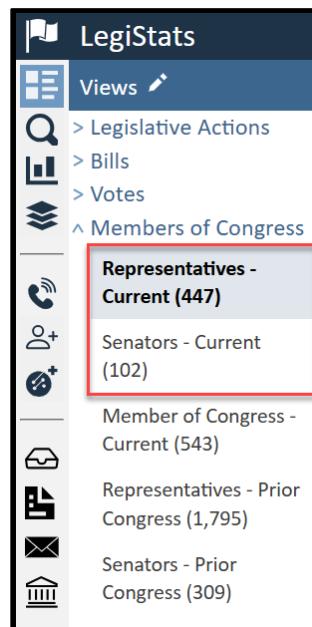
## Managing Member Information

**Market:** House, Senate

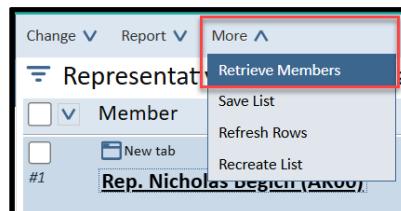
**Description:** These instructions teach users how to manage congressional member information stored in IQ.

### ***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**.

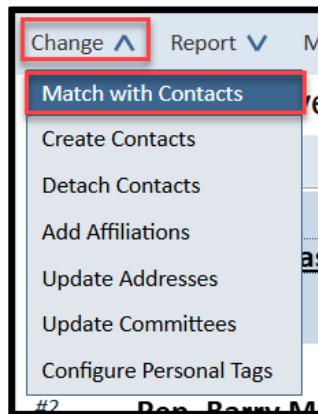


4. IQ will update all member data.

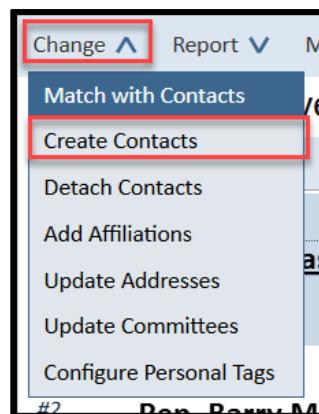
### ***Creating IQ Contacts for Members***

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**

[Top of Page](#)