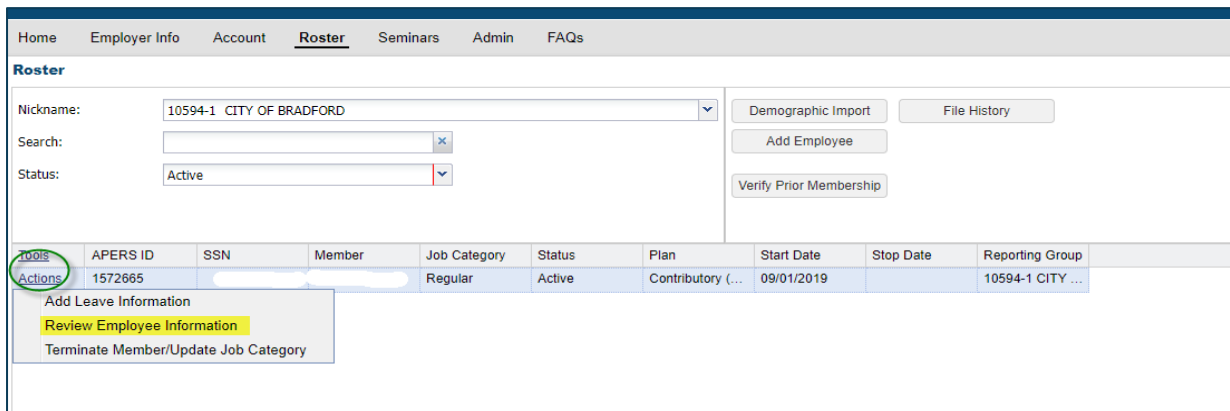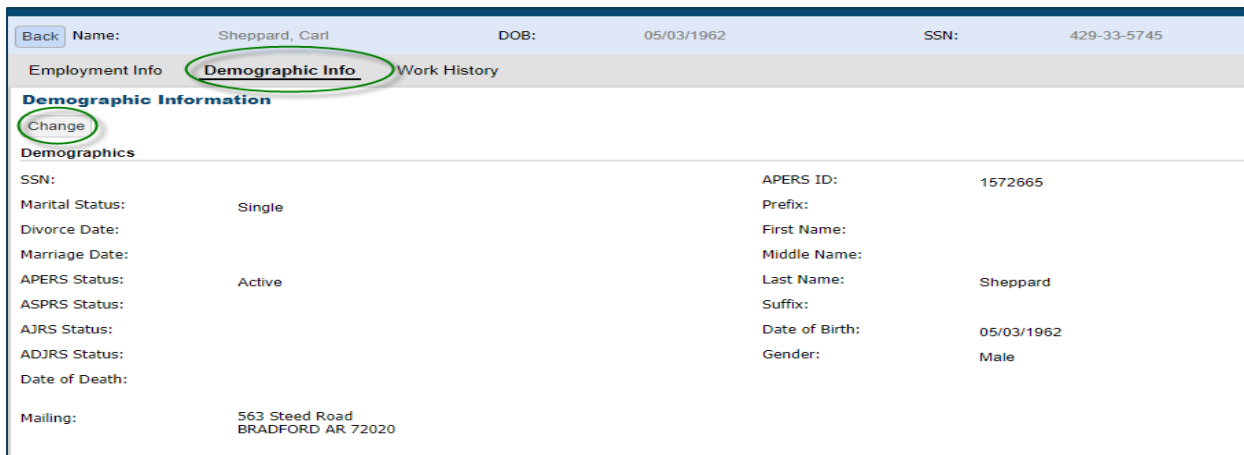# Maintain Demographic Information

Purpose: The purpose of this function is to maintain a member's demographic information, including the name, address, and marital status. You can only update demographic information on members who are currently employed. Terminated members are responsible for updating their demographic information.

Step 1: From the main menu, Select the Roster tab. On the Roster page, locate the member from the list. Click on the Actions link in the Tools column next to the employee and select Review Employee Information from the dropdown menu.

Step 2: At the new window, select the Demographic Info tab and click the Change button.

Step 3: Update the necessary demographic information, review, and click the Save button. All done.