Key Functionality | Modifying a Member – Add Attribute

To *Add an Attribute,* begin by navigating to the *Member* tab within the *Member Eligibility* section and searching for the desired member. Select a Member from the returned list to continue.

On the selected Member's profile page, scroll down to the *Member Details* section and press *Edit.*

Once the Edit section appears, scroll down and select *Add Attribute.*

Once in the Edit section, scroll down and select **Add Attribute.**

Enter all **required fields** for the new Attribute then select **Save Changes.**

The new Attribute will display within the **Member Details** section under **Additional Attributes.**