## Mergeing Household / Members

- 1. On either the household or member screen you will see a Merge button in the top right. (once you merge household's you have to also merge their members using the same process or you will have duplicates)
- 2. Select the box next to the household you want to merge into this household.
- 3. Click the "Finalize Merge Process" button. You will get a pop up asking you if you are sure click yes. you will then get a pop up statin gthe merge was complete.

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