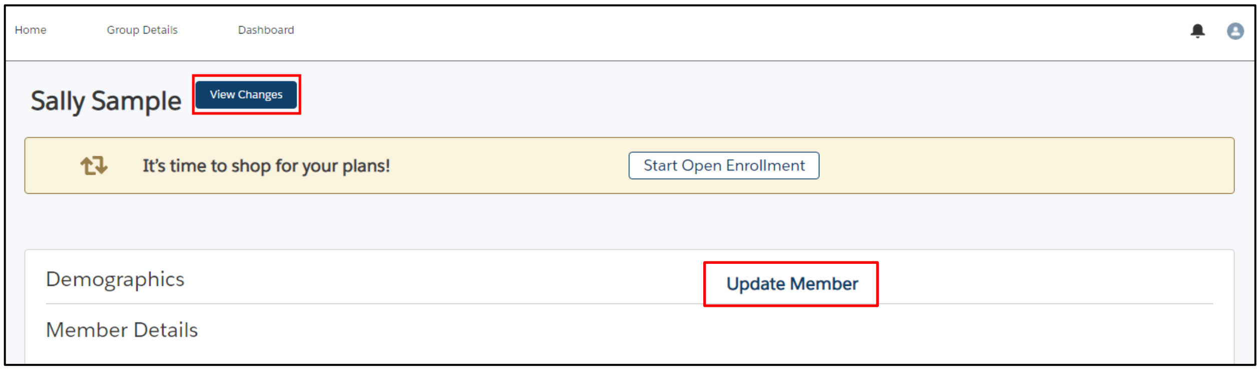
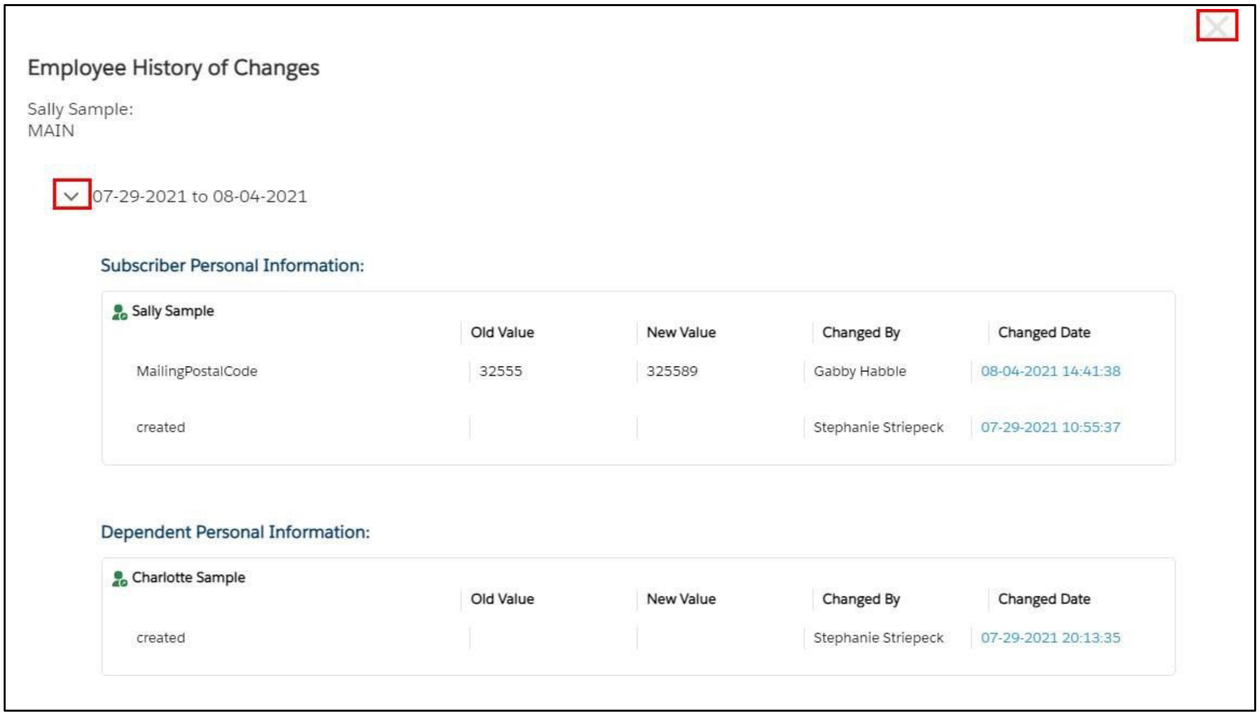
View/Accept Member Changes

To view the employee's pending changes, click **Update Member**, click **View Changes.**

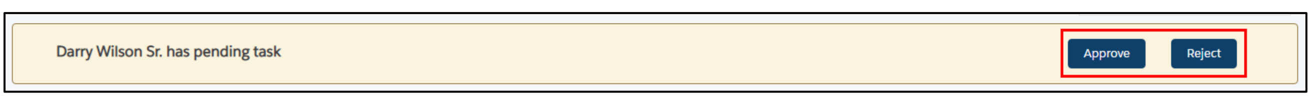


A pop-up window will appear that contains a history of the changes to the employee's record. You can view specific changes by clicking the arrow to the left of the change date or record title. After reviewing the changes

After reviewing the changes, close out of the window.



After reviewing the changes, a banner will display on the employee's member details page, prompting you to **Accept** or **Reject** changes. Select **Accept or Reject.**



A confirmation will appear at the top of your screen if the transaction was completed successfully.