



Iowa Society Daughters of the American Revolution

Sarah Steinke, State Regent 2024-2026

E-MEMBERSHIP INSTRUCTIONS

Andrea Perry, State Chaplain

e-Membership Step-by-Step: Reporting Member Deaths

Chapters are responsible for reporting ALL deaths through e-Membership. Only a chapter regent, registrar, or treasurer can make this type of update. State leaders with e-Membership access cannot make these changes.

Step One: Logging into e-Membership

1. Log onto e-Membership by typing **http://emembership.dar.org** into your web browser.
2. At the Welcome Screen place your mouse cursor over the word Login at the far-left side of the screen. Click the left mouse button once.
3. The next screen that appears will say Login and have two white text boxes for you to fill in. Place your cursor on the top white text box and click the left mouse button once. A small blinking line will appear. Type in your six-digit National Number in the white text box next to the word: Login
4. Tab once and type your password code in the white text box next to the word: Password
5. Using your mouse, put the cursor on the Sign On button, located above and to the right of the login text box and click the left mouse button once.

Step Two: Reporting a Deceased Member

1. Move your mouse cursor over the word Updates on the left side of the Welcome Screen until it turns into a little hand with a pointed finger.
2. Click the left mouse button once.
3. A screen will appear with three different types of updates you are permitted to perform: Decease a Member, Resign a Member, and View and Update My Record. Place your mouse cursor on the words Decease a Member. When the wording turns red click the left mouse button once.
4. Read the Process Overview carefully.
5. Place the mouse cursor on the Click Here to Continue button and click the left mouse button once.
6. In the Chapter Members drop down box select the chapter member who is deceased by clicking on the blue down arrow to the right of the text box. In the drop-down box scroll till you find the name of the member, place your mouse cursor on the name and click once. Her name will then replace the words Select a member.
7. Enter the death date in the Death Date text box as mm/dd/yyyy
8. Place your mouse cursor on the Next button and click the left mouse button once.
9. An email will automatically be generated and sent to the chapter, state, and national officers who need this information.