INTERACTIVE MEMBERSHIP SERVICES (IMS)

About Interactive Membership Services (IMS V3.3)

Welcome to Interactive Membership Services (IMS) - designed to provide simple web access to I&A data.

Current functionality includes:

- **Member Lookup & Profile** - Authorized Association Users can search for a member based on a variety of criteria and view the member's profile including personal, role and membership information. Staff can update individual demographic data such as name, address, phone, e-mail, ethnicity, gender, date of birth, party affiliation, voter registration information and work location. Role assignments can be maintained.

- **Affiliate Lookup & Profile** - Authorized Association Users can view association information including address, phone, email address, counts, dues amounts and roles as well as information on related employers and work locations. Role assignments can be maintained.

- **Membership Enrollments & Maintenance** - Users can enroll, renew, update and cancel member information. Membership transactions are applied immediately to the I&A database. Only authorized users will have security privileges to add and update member information.

- **Extract** - Users can extract personal, contact, geopolitical and membership data to PC files for import into Excel, Access, etc.

- **Upload** - Users can upload changes to standard extract files of individual, geopolitical and work detail data and apply them to I&A. Files containing updates to member contact information received from the vendor ACCESS can also be uploaded and the changes applied to I&A. Membership Enrollments can be uploaded after downloading a standard template from Extracts to key the enrollments.

- **Roster & Mailing Labels** - Users can easily and quickly run a basic membership or roles

- **Funds Receivables** – Users can view Account Summary information including a billable party's year to date obligation, receipts paid, billing status, adjustments to obligation, counts of members and corresponding obligation and penalties. These screens provide data through the last nightly processing.