How to Submit Mass Contact Information Changes

During database cleanup projects many landowners will provide updated contact information which can be tedious to change for many people. A mass change can be implemented the national office, but the information must be submitted in a specific way.

1. Download the Mass Contact information change template excel file.
2. As you are going through your cleanup process, if someone has contact information changes add them in your file and fill out all of the fields. In the end, this whole list will be uploaded into ATFS and will replace the entire contact information that was there previously.
3. If someone has deceased you can create a column at the end of this report titled “deceased” and mark that person as “Y” if they have died.
4. What to do with duplicates? You will find many and these need to manually removed by staff at the national office. Please use the other tab within your sheet for a copy of all the duplicate records.

What you cannot do with this report

* You cannot create new people with this process. That still needs to be done manually in ATFS
* You cannot change ownership of properties with this. That needs to done manually.
* Do not change anything in the member ID column.
* You cannot delete people with this form. Deleting someone from this excel list won’t delete them from the database.

Feel free to contact staff with questions.