



How a Family can Merge Duplicate Accounts

- 1) Log onto CommunityPass using the Login and Password for the account you will be keeping and click Update Account Information link.
- 2) On left navigation click Family Merge
- 3) Family Merge - Step 1
 - i) Enter the login and password of the duplicate account and click Continue. Note that this account will be merged into the account you initially logged into.
- 4) Family Merge - Step 2
 - i) Map the individuals on the left to an individual in your existing CommunityPass account. Click Finish
- 5) View Account: make any edits that are needed. When complete click Home to return to the CommunityPass home page.