The Dental Care PLUS GROUP
A DentaQuest Company

Job Aid – Edit Member Information

Use the **Edit Member Information** link to modify a member's general information.

1. From the **Member Benefit Maintenance** screen, select the person you want to edit by clicking on the name in the **Member Name** column.

2. Select **Edit Member Information**. The **Edit Member Information** section will appear.

3. Edit the member information in the appropriate fields.

4. Click **Review** to save the changes and return to the **View Member Information** screen.

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