

Once a list appears showing a member's data, you can edit the data including **Terminating Membership** in your local. Click the **Detail** button in the appropriate entry.

Show 10 entries from found set Filter:

		Member ID	Name	Address	Home Phone
1	Detail	94793	Bear, Panda	123 Street Edmonton AB T0X 2Q9	() 23-5678

Once the details are visible, look for the **Membership Information** located in upper right-hand corner. The **Status** is indicated and beside that entry is a button **Term Membership**. Once you click the button you are asked to confirm the termination step. The page will the display confirmation.

	Member ID	Name	Address	Home Phone
<p>Panda Bear </p> <p>No SIN Present Set</p> <p>123 Street Edmonton AB T0X 2Q9 </p> <p>Close Detail</p>				
+ Contact Information				
Home	(780) 123-5678			
UNANet Account <i>none</i>				
Membership Information				
Member ID	94793			
Status	Pending	Term Membership		
Since	September 19, 2017			
Site Phone	<input type="text"/>			
LOA Type	<input type="text"/>			
LOA Notes	<input type="text"/>			
Update				
Employer Information				
Employee No.				
Status				
FTE				
Site				
Unit				

Once you click the button you are asked to confirm the termination step. The page will the display confirmation, click on **Term**.

Confirm Term

Are you sure you want to term this Membership?

[Cancel](#) [Term](#)

On any subsequent membership list, this person no longer appears.