


April 15, 2020

Worthy Grand Knights and Financial Secretaries:

Supreme has now created a new, on-line process to add new members to your council which will eliminate the need to submit paper form 100s. While form 100's will still be accepted, we are encouraging councils to use this new paperless process going forward. Here is an overview of the new process:

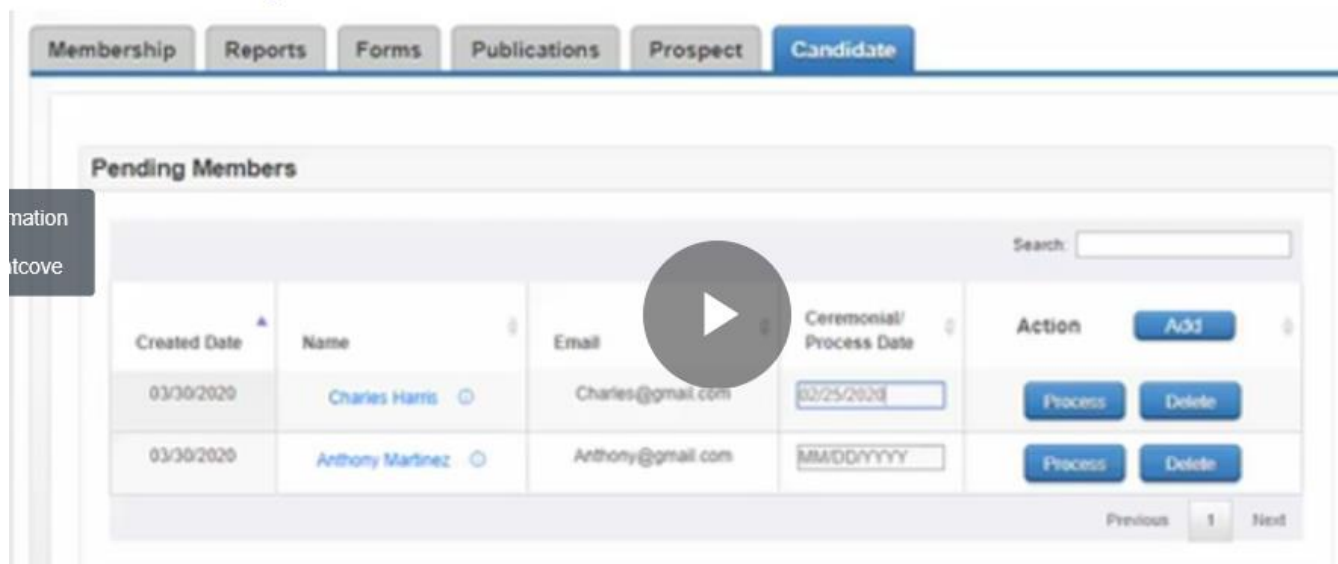
Step 1: Log into Officer's Online – All Grand Knights and Financial Secretaries have access to Officers On-line.


1. **Go to the Supreme website.** www.kofc.org

2. **Log into Officers On-line.** In the upper right-hand corner of the screen, you'll see a  button. Click on this to login. Then, enter your user ID and password. All Grand Knights and Financial Secretaries were sent Usernames and passwords when they were first assigned to their positions. If you forgot your Username and/or password there are procedures to easily get this information.

- a. **RESET PASSWORD** – Allows you to reset your password if you do not remember your password.
- b. **ACCOUNT ASSISTANCE** – Allows you to obtain your Username.

Step 2: Click on the “New” Candidates tab – Scroll down the Officer's On-line page past the Supporting Applications to the section which contains all of the tabs. You will see a “New” tab called Candidate. Click on the **Candidate** tab & you will see the following screen.



Step 3: Click on  to add a new prospect. You will need to “Add” each member you would have previously filled out a form 100 for.

Step 4: Fill in the blanks. You will see a template to add the Name, email address, phone # and other information for the candidate. It's pretty much the same information that is asked for on the paper form 100.

been open to men 18 years of age or older who are
"practical" (that is, practicing) Catholics in union with the
Holy See.

*Required Field

Council Number

Title

First Name

Middle Initial

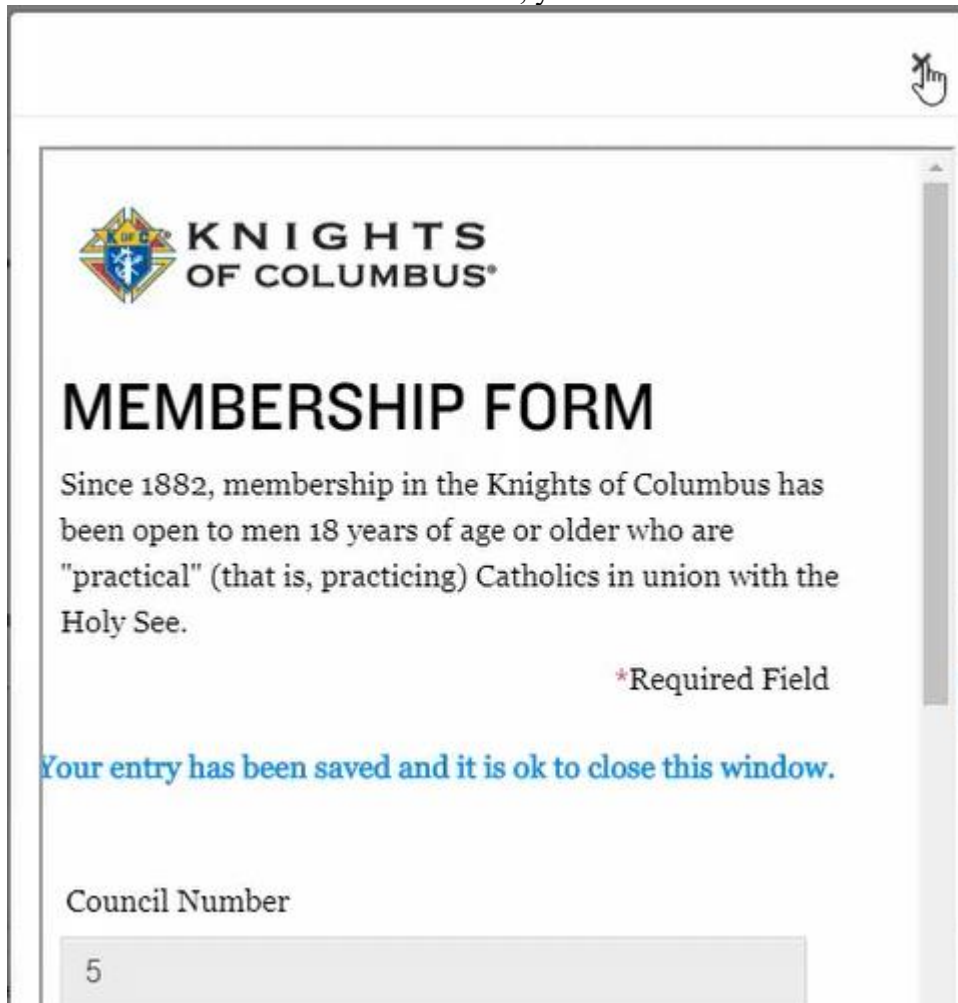
Last Name

Suffix



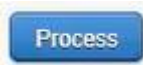
Step 5: Click the Save button – Once you've entered all of the required information, the Save button will turn blue. Click on the blue Save button to save all of the information you entered. The Save button will remain grey until all required fields are entered.


Step 6: Click on “X” and close the detailed window for this candidate – In the upper right-hand corner of the detailed candidate window, you’ll see an “X”. Click on this to close the window.



Step 7: Enter the Ceremonial/ Process Date – This is the date the candidate will officially be added to your council.

1. **New Members** – Please enter the Ceremonial Date (The date this person went through the Charity, Unity and Fraternity Exemplification).
2. **Transfers** – Please enter the date the member transferred to your council.
3. **Reactivations** – Please enter the date the member re-entered the Knights of Columbus.

Step 8: Click  – Clicking on “Process” will send the information to Supreme And complete the process. This is equivalent to sending the form 100 to Supreme.

Note: If the candidate does NOT join your council, you can click on the  button to remove the candidate from your list.