


New Individual Change Requests

New Individual change requests are created when new individual records are created in Access ACS. For example, a record is created in Access ACS when someone becomes a new member.

To verify and approve New Individuals change requests

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Sync with Access ACS**, and click **Go** . The Upload to Access ACS window displays.
3. On the left-side column, click **New Individuals**. Before you apply change requests, you can review and edit them to make sure the changes are acceptable.
4. Click **Apply**.

Related Topics

[Verify and Apply Change Requests](#)