Out-of-Unit Membership Records

Provo Utah YSA 9th Stake

This process should be completed for all married adult members serving in a YSA ward.

Ward: _____ Clerk: _____ Date: _____

	Name of person	Date sustained	IOS form received.	Out-of-unit record created in MLS.	Person assigned to calling in MLS.	Login account created in MLS.	Contact info correct on LDS.org.**	Person can access LDS.org tools.***
Bishop*								
1st Counselor								
2nd Counselor								
RS Adviser						N/A		
RS Adviser						N/A		
RS Adviser						N/A		

*Bishops must be entered first in the ward's MLS, then in the stake's MLS. The following information is needed for the leader change request on the stake level:

Date set apart:

Set apart by:

First ordained bishop:

Ordained by:

**Contact information that shows up in the online directory for out-of-unit members must be entered by the members' home ward clerks. If a person's information is not correct, you'll need to contact their home ward clerk.

***Once an out-of-unit member has been assigned to a standard calling in MLS, they should receive access to the LDS.org tools within 24 hours. Bishops receive access within 2-3 days.