Type: Membership
Date: 30 Aug 2013
To: CLERK
From: MLS SUPPORT
Subject: FEATURES AVAILABLE IN CLERK RESOURCES

We continue to encourage leaders and clerks to become familiar with and use the record-keeping features found in Clerk Resources on LDS.org. All of the current MLS functionality related to membership records is being added to Clerk Resources. Eventually, the finance functionality will also be included, and Clerk Resources will become the primary resource for clerks to perform their duties. This will provide priesthood leaders and clerks the ability to access reports and perform many of their record-keeping responsibilities from anywhere with an Internet connection. Some of the functionality currently available on Clerk Resources includes the ability to:

- Complete and submit reports of Church disciplinary action and requests for name removal online
  (eliminating the need to mail these documents to Church headquarters).
- Complete and submit the Quarterly Report online.
- Request and move out membership records online.
- View and print unit directories as well as various reports and forms, including the Action and Interview List, key indicators, and attendance rolls.

Functionality that is currently being developed and will be available soon, includes the ability to:

- Activate temple recommends (available at the stake level only).
- Record callings and manage organizations.
- Record ordinances.
- Create and update membership records.

To access Clerk Resources, go to lds.org/clerk and sign in using your LDS Account username and password. To access Clerk Resources from the lds.org home page, sign in using your LDS Account username and password. Then click on the Tools menu, and then click on Clerk Resources.
