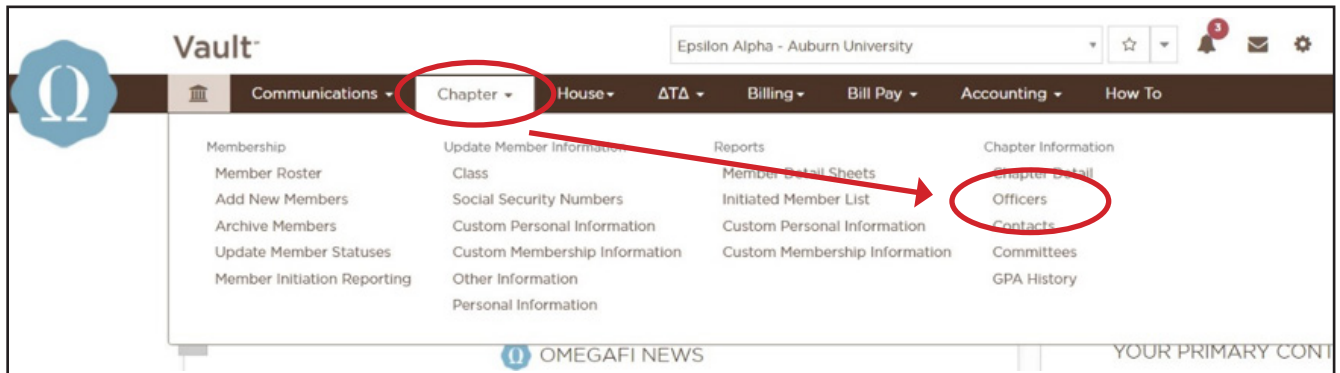


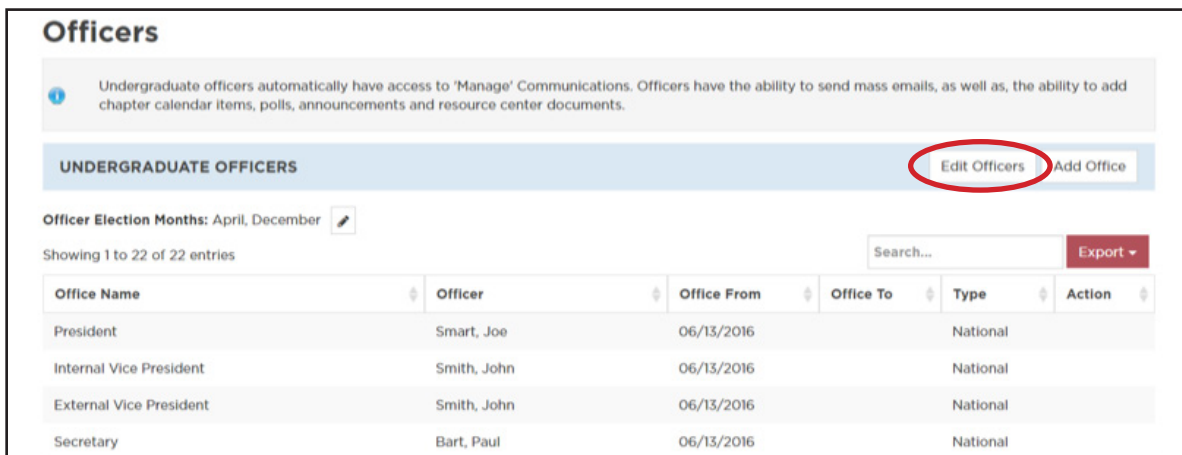
# Report New Officers in Vault

## How it Works

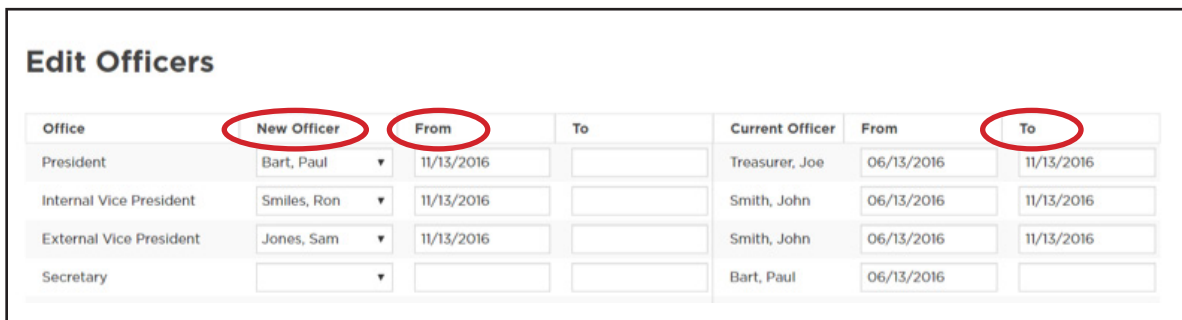
Report outgoing and incoming officers via **Vault > Chapter > Officers**



1. Select 'Edit Officers'



2. In the first column select the new officers and add the date their term begins. Add a 'To' date to the last column indicating when the previous officer's term ended and click 'Update Officers' button.



**For more information or with questions, contact:** Your OmegaFi Chapter Services Representative at 800.276.6342 or Kathy Sargent, Delta Tau Delta Member Services Administrative Assistant, at 317.284.0203.