



OMEGAFI®

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Hey there, make sure to add your chapter's [new officers](#) to Vault TODAY!

Use the **3 STEPS** below to ensure a smooth & easy start to **officer transitions**.

#1 [Update the Officer Listing](#)

If you are unable to update officers in Vault, your chapter will need to update its officer listing on your organization's membership database.

#2 [Update Vault Users' Access](#)

- Remove old officers
- Adjust permission settings for users in a new role
- Give new officers access

#3 [Update the Statement Contact](#)



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Refer back to November's webinar where we walk you through everything you need to know for officer transitions!



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