How to Update Your City Personnel

In order to quick reference changing City Personnel information easier, the League of Kansas Municipalities has created this guide to do so through the organization’s website. You can access your city’s information, change city personnel, and make any other necessary changes quickly.

Changing City Personnel Information:

1. Make sure you are logged into your city account on the League website at lkm.org.
2. On the League homepage and under the “My Profile” box, click “Manage Profile.”

3. Under “Information & Settings,” click “City Personnel.” If you do not see “City Personnel,” you are not logged into the city account.
4. You can add City Personnel using the “Create City Personnel” button or inviting new members by entering their email address.

5. You can also suspend and detach accounts to remove old City Personnel. Be sure to **SUSPEND** and then **DETACH** accounts. This enables proper removal from the League side of the website. The **third** button is the SUSPEND option and the **second** button is the DETACH option.

---

For more detailed information on this process, visit the Clerk/Key Contact Quick Start Guide (https://bit.ly/2TkqyvQ).