

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.



- You can add City Personnel using the “Create City Personnel” button or inviting new members by entering their email address.
- 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.

My Sub-accounts

City Personnel Sign-in Report

When removing your City Personnel below be sure to **SUSPEND** the account, **then DETACH** the account. This enables us to properly remove the person from the back end of the website so that the city information remains current. Please refer to the Clerk's Guide for more detailed instructions here.

League of Kansas Municipalities currently has **25** seats, **16** of which are available.

Activate all available seats

You can create City Personnel by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create City Personnel

Your City Personnel Direct Link (get a new public key)

https://www.lkm.org/general/register_start.asp?regkey=A8C93C9C-EE7B-4066-A2C8-5DC20D8B3F0

Your City Personnel direct link may be provided to potential City Personnel by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 16 recipient(s), either comma or semi-colon separated or one address per line.

Send Invite

Latest News [more](#)

12/28/2018
League News #49

12/21/2018
League News #48

Calendar [more](#)

1/10/2019
2019 Legislative Preview Webinar

1/11/2019
MTI - Municipal Finance

Publications

The 2018 Governing Body Handbook is now available. [Click to search the store and order.](#)

Online Surveys

Conference Workshop/Topic Suggestions

Request for Host Cities for League Events

Your City Personnel

Options	Member Name / Organization	Account Status	Last Modified
   	Chardae Caine League of Kansas Municipalities	Enabled	11/6/2018
   	Kate Cooley, Conference & Marketing Coordinator League of Kansas Municipalities	Enabled	11/6/2018

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