

Update your file and stay connected with Qalipu Mi'kmaq First Nation Band

We are working hard to make sure we develop the best services and programs for you and all of our members. We are working now on updating our Qalipu Membership Database. This will help us build a database of current information on our members. It will provide current contact information for the **election process** as well as allow you to access training and employment programs, especially for members who are over 18 years of age. (A letter was recently sent to all members 18 years of age and older outlining the details of this project.)

It is critically important that you continuously manage your own member profiles on our database. I urge you to actively keep your information up to date. As of now, we have more than 16,000 registered members over the age of 18 (of the almost 22,000 members in total); it is quite possible that this number will almost double in the next few years. As you can imagine with this large membership we need you to take responsibility for making sure your information is up to date in order for us to maintain communications with you.

Our new website will keep you informed about our programs and services. Through the website you can now access your individual member files. Please click on the "Update Member Information" button and follow the instructions.

We have a team of trained callers who will phone as many of your homes as possible by the end of March. They will help some people who cannot access their files online. You can also call 1-855-634-8611 if it is necessary for you to talk to someone.

Please be assured of privacy and confidentiality. You control your file through your own password. Everyone working on the database has been screened and has signed a confidentiality agreement.

This campaign to update our information is linked to several projects including a labour skill and education inventory and the development of the economic development strategy. We ask you to help your family members and remind them of how important it is for all of your family to be registered in the Qalipu membership database with all their information kept current.

Thank you for helping us help you. Your support is greatly appreciated. We will work together to shape a bright future for all members of Qalipu Mi'kmaq First Nation Band.

Instructions for Qalipu Mi’Kmaq First Nation– Membership Database

Introduction

It is important that you keep your member information up to date at all times – we recommend you update your profile as soon as anything changes.

Although we are asking for you to continually update your member information into the future, we are asking that at this time you at least go on the website and update all your key contact information by the **end of March 2012**.

Please see the directions below.

Thank you for your cooperation.

Accessing Your Member Profile

1. Go to <http://Qalipu.ca> and click on the **Update Member Information** button (top right on home page)
 - Click on the **Create an Email Account** link to create an email account if you don't have one. An email account is important for your use of this service.
 - If you already have an email account, Click on the **Update Information** link and go to your information pages (forms).
2. Read the Terms of Use and if you agree, click **I Agree**
3. Complete the Login Screen by entering your Band Member Registration Number and Date of Birth.
 - Follow the prompts to create a password.
 - When you are done, click on **Login** to open your Member Profile page.
4. Click on **Manage Profile** where you will see a list of various information forms.
5. Initially you will need to enter the information in the first two forms, **Member Information** and **Additional Member Information**. Click on each form in turn to open it.
We would also encourage anyone wanting to access training and employment benefits to complete all the other forms on the site.

Click on the **Save Information** button when you complete each form.

Getting Help

Given the large number of members, we encourage you to please make every effort to update your own member file. However, if you cannot access the website, please call us at 1-855-634-8611.

