# Member Information

Step 1: log into Wyo Sugar

Enter your username and password.

Step 2: In the **"Contracting"** Section you will find **"Tax Information"**. Click on it.

Step 3: Find your name in the **"Shareholders"** Section and click on **"Edit"**

Step 4: Most of your current information should be saved in this section and may only need a few minor changes. Please look over the auto filled information to make sure it was input correctly.

Step 5: if changes need to be made, please do so.

Step 6: If there are additional contracts you would like to include, they can be added at the bottom of the page and granted access to financial information and the right to request information if you choose to let them.

Step 7: In the Member section, enter your legal signature name and click the check box to acknowledge your acceptance of the form.

**There is an optional status change comment to Wyoming Sugar section for you if you have any comments you would like to type in the section prior to submitting

Finally, if you have completed the form, click on the **"Save and Submit to Wyoming Sugar Company"** button. This will send the form to Wyoming Sugar Company, and you will be sent an email following its approval. If there are discrepancies, you will be notified by phone so we can make the correction.