

## Finding a Group or Subgroup

In this video, we'll show you how to find a group or subgroup in account.kp.org.

### *Finding a Group*

In Manage Members, you'll see an overview of the groups you support.

Please note. If you support a single group, you won't see this group list. Instead, the system automatically directs you into your group's page.

To search for a specific group from this list, you can use the column headers to sort the one you're looking for towards the top, or use the search box to find a group name or group ID in the list.

When you see the group that you're looking for, click its name to view the group's page.

To search for a different group, click Manage Members to return to the Group List.

### *Finding a Subgroup*

Now, let's look at how to find a subgroup.

Note, finding a billgroup works similarly.

The group page has tabs listing the Subgroups, Members, and Billgroups.

By default, you'll appear on the Subgroups tab.

Let's say you have a long list of Subgroups and you're looking for one in particular.

You can use the column headers to sort what you're looking for towards the top, or use the search box.

You can search using any Subgroup details on the list, like Subgroup name or ID.

Type a portion of the Subgroup name, then click its name to view the subgroup's page.

On this page, you'll find links to common tasks and a list of members in this subgroup.

To view a different subgroup, click the group's name in the top left of the screen to return to the full list of subgroups.