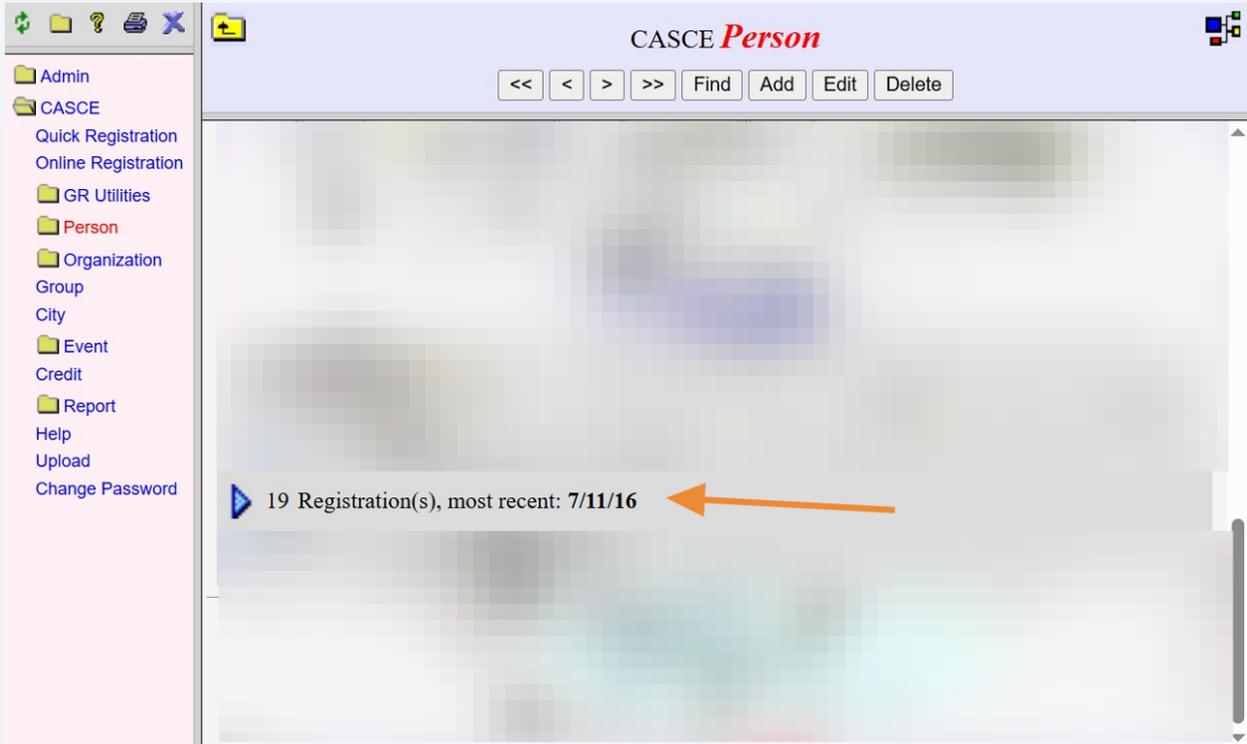# How to choose the primary record for a merge.

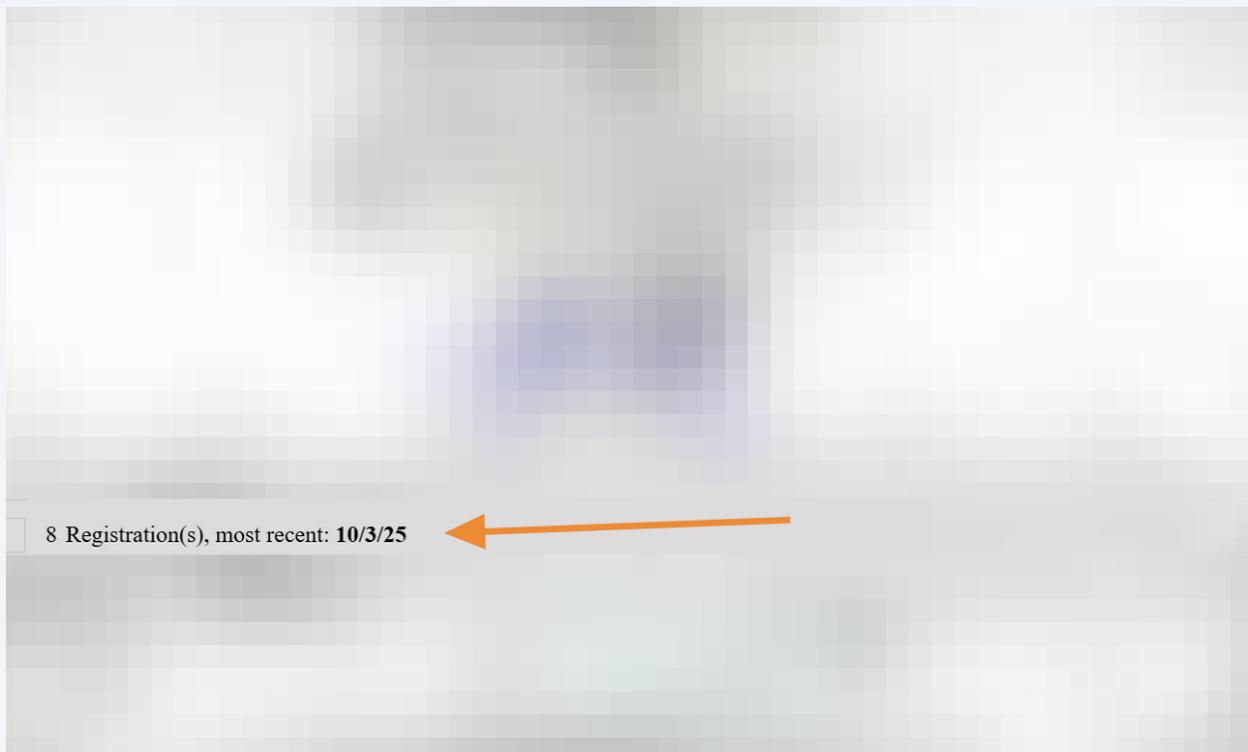**NC AHEC**

1 Login into CASCE and look up user records you want to merge. Open each in a new tab to compare the information.

2 The example record below shows the most recent registration was in 2016

3 Then look at the second record and check the most recent Registration date.

4 The second example record has the most recent date for a registration. If it does not have E-trac or eeds on the oldest account then the newest one becomes the primary record when merging.