



# Making Membership Easier

## Billed not Paid Report

- Step 1: Go to [www.nahu.org](http://www.nahu.org) and click on My NAHU
- Step 2: Go to the Chapter Report section
- Step 3: Click on eCommerce-Membership Reports
- Step 4: Login using your login information. Don't use the "remember me next time" feature. If you have trouble logging in, use the prompts to re-set your password.
- Step 5: Click on Chapter Management (top horizontal menu bar)
- Step 6: Go to the Chapter Reporting Section and look for Member Type
- Step 7: Choose all membership types by holding the CTRL button on your keyboard M-Full Member, Life-Lifetime Member, and R-Retired Member.
- Step 8: Select the appropriate chapter from the chapter drop down menu. If the entire State is needed, don't select a chapter. You can select multiple chapters by holding the CTRL button and selecting multiple chapters if available.
- Step 9: Enter the appropriate paid through dates. For example, 04/30/2009 to 06/30/2009.
- Step 10: Click Search. The list will appear.

## List Options

<u>Report</u>	<u>Email</u>
<ul style="list-style-type: none"><li>• Click Export</li><li>• Choose the fields you want to include in the report</li><li>• Click Perform Export</li><li>• The file is exported to Excel</li></ul>	<ul style="list-style-type: none"><li>• Click on Email Customers</li><li>• Enter the subject line</li><li>• An attachment can be included</li><li>• Cut and paste or type in your message</li></ul>