



Making Membership Easier

Full Membership Report

- Step 1: Go to 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: Click Search. The list will appear.

List Options

Report

- Click Export
- Choose the fields you want to include in the report
- Click Perform Export
- The file is exported to Excel

Email

- Click on Email Customers
- Enter the subject line
- An attachment can be included
- Cut and paste or type in your message