



Making Membership Easier

Lapsed 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
- Step 6: Click on Chapter Reporting—Show Section
- Step 7: Choose the Member Type (example, FM—Former Members)
- Step 8: Select the appropriate chapter from the chapter drop down menu
- Step 9: Enter the appropriate paid through dates. For example, 12/31/2008 to 03/31/2009.
- Step 10: Click Search. The list will appear.

List Options

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