



# Balance Due Report

- Step 1: Go to [www.nahu.org](http://www.nahu.org).
- Step 2: Click on Membership and Chapter Resources (left menu bar).
- Step 3: Click on Membership Tools.
- 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 Membership Reports.
- Step 6: Click on eCommerce—manage your chapter members.
- Step 7: Go to the Chapter Reporting Section and look for Member Type.
- Step 8: Choose TM—Temp Membership.
- Step 9: Under Category Code choose BALD—Balance Due.
- Step 10: 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 11: Enter the appropriate paid through dates. For example, 01/31/2011 to 05/31/2011.
- Step 12: Click Search and 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>