



Billed not Paid Report

- Step 1: Go to www.nahu.org.
- Step 2: Click on Membership and Chapter Resources (left bar menu).
- 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 all membership types by holding the CTRL button on your keyboard M-Full Member, Life-Lifetime Member, and R-Retired Member.
- Step 9: 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 10: Enter the appropriate paid through dates. For example, 04/30/2011 to 06/30/2011.
- Step 11: Click Search and 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