



Dues Report

- Step 1: Go to 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 reset your password.
- Step 5: Click on Dues Report.
- Step 6: Choose the Chapter.
- Step 7: Select the time period for the dues report.
- Step 8: Choose either to export the file to excel or to view on the screen. The list includes everyone who paid during the selected time period.