



# New Members

- 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 the Member Type (example, M—Full Members)
- Step 9: Enter the appropriate join dates. For example, 01/01/2011 to 01/31/2011.
- Step 10: Click Search and 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