



# HIU 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—Temporary 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: Click Search and the list will appear.

Step 11: Click Export. Select all fields that you wish to appear in the list. **Include the Category Field.**

Step 12: The HIU folks are listed with the HIU category code.