



Updating Member's Contact Information

- 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 re-set your password.
- Step 5: Click on Membership Reports.
- Step 6: Click on eCommerce—manage your chapter members.
- Step 7: Enter the member's last name and first name in the Advanced search area.
- Step 8: Click search.
- Step 9: The member's name will be listed, click on the name.
- Step 10: Change the information in the fields accordingly .
- Step 11: Click update.