Accessing Chapter Reports

1. Chapters can access the Online Reports in one of two ways:

   - Bookmark or visit https://afpglobal.org/afpchapterreports and sign in using your Chapter login.

   - Visit https://afpglobal.org and sign in using your Chapter login. Then click Welcome Chapter Name > My Account > Chapter Reports > AFP Chapter Membership Reports (Chapter Admin Access)
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2. Once signed in, check to ensure your chapter name appears in the My Groups window, then click the "My Groups" link. This will activate your reports and also bring you to your Roster page where you can run your Roster Report.

**Please note:** It is important to click the My Groups link to activate your reports. This action is required each time to sign in to run reports. In addition, you will need to do this action if you leave your reports page open and inactive for a period of time. It is a good practice to regularly click My Groups before running any reports. *If your reports are blank, you forgot this step.*
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You can also then click Chapter Home to access the rest of the Online Reports.
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3. To run and download a report, click the appropriate link under Reports.
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When entering the date parameters, you must select the first day of the month as the Period Begin Date (e.g., 11/01/2018) and the last day of the month as the Period End Date (e.g., 11/30/2018).
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You will be notified via pop-ups about the download process - these .xls downloads can be saved to your computer.