



## Chapter Online Reports Access

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

- Bookmark or visit <https://afpglobal.org/afpchapterreports> using their Chapter Admin login.
- Visit <https://afpglobal.org/> and sign in using their Chapter Admin login.

### 1. Login > AFP Chapter Membership Reports

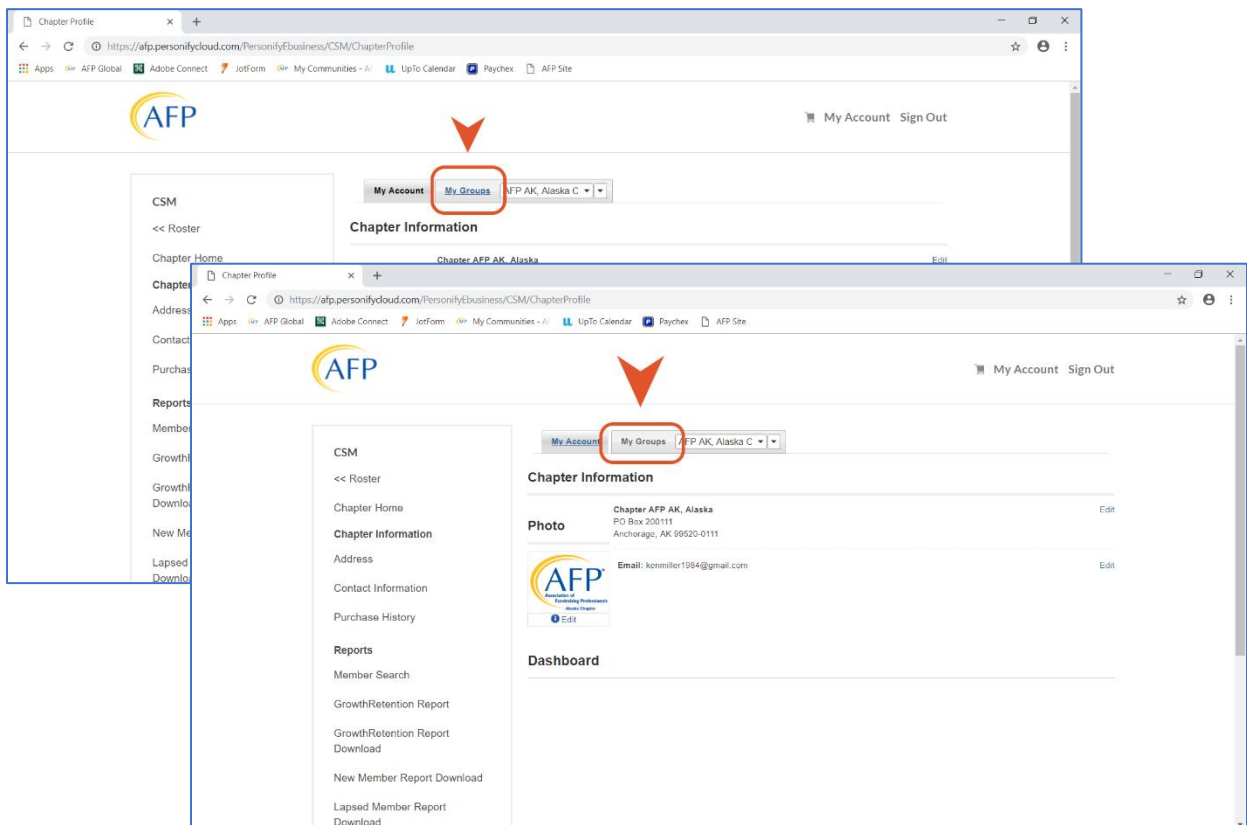
The screenshot shows the AFP Sign In page. At the top, it says "Sign In" and provides contact information: "Need help? Contact us: 800-666-3863 or mbrshp@afpglobal.org (9am-6pm Eastern Monday-Friday)". Below this, there are two main sections: "ALREADY AN AFP MEMBER? SIGN IN NOW!" and "NOT A MEMBER? JOIN AFP". The "ALREADY AN AFP MEMBER?" section contains a "Username\*" field with "AK1" entered, a "Password\*" field with masked characters, a "Remember my login for 90 days" checkbox, and a "SIGN IN" button. The "NOT A MEMBER? JOIN AFP" section contains a "CREATE YOUR ACCOUNT" button and a paragraph of text about AFP's history and impact.

The screenshot shows the AFP My Account page. It features several sections: "MEMBER PROFILE" with links like "My AFP Information", "My Name & Demographics", "My Home and Business Address(es)", "My Email | Fax | Phone Information and Preferences", "My Communication Preferences", "My Communication Opt-in/Opt-out Preferences (Including Advancing Philanthropy delivery)", "My Committees", "Member Directory", and "Renew My AFP Membership"; "ACCOUNT DETAILS" with links like "Reset Username", "Reset Password", and "Sign Out"; "ORDERS & DONATIONS" with links like "My Shopping Cart", "Transaction History", "Manage Your Payment Method", "Donate to AFP Foundations", and "Donation History"; "MY BOOKMARKS" with a "VIEW ALL" button; and "MY INTERESTS" with a "CUSTOMIZE" button. At the bottom, there is a "CHAPTER REPORTS" section with a red arrow pointing to "AFP Chapter Membership Reports (Chapter Admin Access)", which is highlighted with a red box. Below it are "BE the CAUSE Chapter Tally Report (Foundation Development Chair sign-in required)".

2. On the Chapter Membership Reports page, click the "My Groups" link highlighted in blue. The reports will be activated once My Groups shows up grey. (Disregard the drop-down menu)

*Please note: This action is required each time you 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.*

**\*\*\*Blank Reports? Don't forget to click the 'My Groups' link before running your reports.\*\*\***



3. To download a report, click the appropriate link under Reports. 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). You will be notified via pop-ups about the download process - these .xls downloads can be saved to your computer.

