

How to Access Chapter Tally Reports (For AFP Chapter officers and leaders ONLY)

- Go to www.afpglobal.org
- From the home page at the top of the screen, Sign In
- Use your specific chapter code for user name and password. Example: (AL9BTC in both the User Name and Password) Contact the AFP Foundation for Philanthropy at (703) 519-8448 or foundation@afpglobal.org if you do not know your chapter code.
- NOTE: Do not log in with your member login, the report will not work!
- The “My Account” page will appear. Scroll down to “Chapter Reports”
- Click on “BE the CAUSE Chapter Tally Report (Foundation Development Chair sign-in required)
- Click “here” for a report reflecting actual pledges and gifts for the chapter to date
- Enter the year you would like information for.

NOTE: you can also access this report from the BE the CAUSE Toolkit page at <https://afpglobal.org/be-cause-toolkit>

But you must be logged on as the chapter, not as yourself.

If a problem remains with accessing your Chapter Tally Report, please contact the AFP Foundation at (703) 519-8448 or foundation@afpglobal.org.