

MEMBERS PAYMENT STATUS REPORT

This reports *quick view* information on all invoiced members' payment status. The amount reported includes corporate and chapter dues. Information is given in three tabs. All three tabs can be exported into Excel for further filtering.

How to Access All Chapter Reports

SIGN IN

Log into the NAIOP portal from the homepage (<u>www.naiop.org</u>) by choosing "Sign In" and using your email address and member number as password (unless you changed your password).

	D				Search	
NAIO	Ρ	> ABOUT NAIOP	> BUYERS GUIDE	> SPONSOR/ADVERTISE	> CAREER CENTER	> DEVELOPMENT MAGAZINE
COMMERCIAL REAL E DEVELOPMENT ASSOC	STATE				> Sign II	Join NAIOP
My NAIOP:	Events	Publications				

Sign into your existing user account

Username/email gulding@naiop.org Password •••••



Once logged in, you will see your name appear in the upper right hand of the homepage. Click your name and choose Manage My Account. This will take you to your account page.



Choose Chapter Portal to gain access to the reports.

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MY ACCOUNT	CHAPTEN PORTAL	RENEW MY MEMBERSHIP	MEMBER DIRECTORY	EVENTS

MY PRIMARY CHAPTER: ALABAMA								
MY CHAPTERS LIST	MEMBER SEARCH	MEMBER TOTALS PER CHAPTER	MEMBERSHIP BREAKDOWN REPORT					
PAYMENT STATUS DETAIL	MEMBERS PAYMENT STATUS	CHAPTER LEADERSHIP	TERMINATED MEMBERSHIPS					
UNIVERSITY MEMBERSHIPS	POWER USER	CHANGE REPORT	PROSPECTS					

Member Payment Status Report

ALL BALANCES

UNPAID BALANCES

PAID BALANCES

All Balances tab reports current and historical invoice information on every active member and their payment status. If no information is given in the payment section, an invoice has not been generated. *NAIOP converted to a new database mid-year 2018, therefore historical data begins in Cycle Year 2019.*

Member ID	Member	Company	Join Date	Prorate Expiration Date	Cycle Year	Member Type	Member Status	Total	Payments	Balance Due
131091	Adams, Joseph J.	Daniel Corporation	11/09/2000		2022	Principal	Affiliate	\$490.00	\$490.00	\$0.00
131091	Adams, Joseph J.	Daniel Corporation	11/09/2000		2021	Principal	Affiliate	\$490.00	\$490.00	\$0.00
131091	Adams, Joseph J.	Daniel Corporation	11/09/2000		2020	Principal	Affiliate	\$490.00	\$490.00	\$0.00



Unpaid Balances tab reports individuals with *upcoming* year open invoices. These are either pro-rates, bill-me's, or renewals (from October – March).

ALL BALAN	CES UNPA	D BALANCES PAID BAL	ANCES							
search for name	or member id									
search										
EXPORT AL	L TO EXCEL									
Member ID	Member	Company	Join Date	Prorate Expiration Date	Cycle Year	Member Type	Member Status	Total	Payments	Bal. Due
685145	Knight, Joshua S.	Longleaf Realty Partners, LLC	08/31/2022	7/31/2023	2023	Principal	Developing Leader	\$120.84	\$0.00	\$120.84

Paid Balances tab reports individuals who have paid a membership invoice thru the end of the current cycle year and the upcoming year once invoices are generated (Oct. – Dec. for renewals). *Effective Jan. 1 the "upcoming" cycle year will become the "current" cycle year and the former "current" cycle year data will no longer be reported.*

ALL BALA	NCES	PAID BALANCES PAID BALANCE	ES							
earch for name	or member id									
earch										
EXPORT A	LL TO EXCEL									
EXPORT A	LL TO EXCEL Member	Сотрапу	Join Date	Prorate Expiration Date	Cycle Year	Member Type	Member Status	Total	Payments	Bal. due
EXPORT A	Member Adams, Julia	Company The Title Group, Inc.	Join Date 01/05/2010	Prorate Expiration Date	Cycle Year	Member Type Associate	Member Status	Total \$835.00	Payments \$835.00	Bal. due

<u>Notes</u>

- Unpaid Balances and Paid Balances information can be downloaded into an Excel Spreadsheet by choosing the EXPORT TO EXCEL button.
- ALL BALANCES, UNPAID BALANCES and PAID BALANCES tabs each have a search function. User can search by name or member ID.