



MEMBER SEARCH FUNCTION

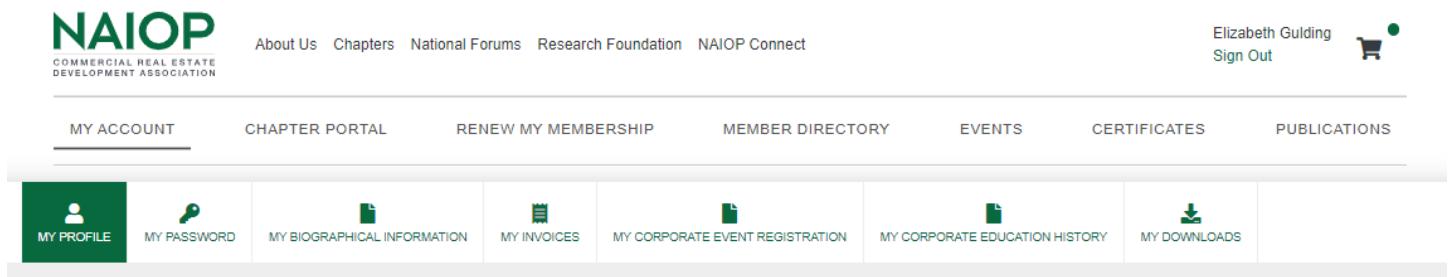
The Chapter Portal has the capability to search for **current** members using select criteria. This function may be useful to determine such things as Developing Leader members, members working for a specific company and other select member groups.

This function will also allow you to download your data into an Excel Spreadsheet.

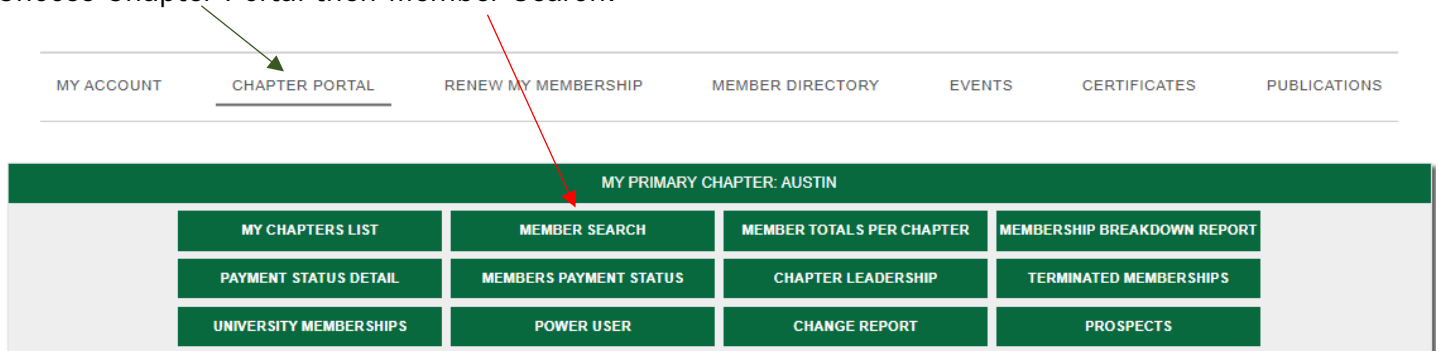
How to Access Membership Search

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

Once you log in, click your name in the upper right hand of the homepage and choose Manage My Account. This will take you to your Account Page.



Choose Chapter Portal then Member Search.



The Member Search criteria page will then appear.

Member Search allows you to filter your *current* member list using select criteria. You can use this function to identify your Developing Leader members, members working for a specific company and other select member groups, such as your Principal or Associate members.

Member Search

First Name Begins With	Last Name Begins With
<input type="text"/>	<input type="text"/>
Member Type	Member Status
<input type="text"/>	<input type="text"/>
Company	Corporate Member
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Original Join Date On or After	Original Join Date On or Before
<input type="text"/>	<input type="text"/>
Birthday On or After	Expiration Date
<input type="text"/>	<input type="text"/>

SEARCH **CLEAR FILTERS**

You can begin using this to search for any **current** member information. If you are conducting multiple searches, please **CLEAR FILTERS** between searches.

EXAMPLE: To determine your Developing Leader members:

Click into the Member Status box and choose Developing Leader then SEARCH:

First Name Begins With	Last Name Begins With
<input type="text"/>	<input type="text"/>
Member Type	Member Status
<input type="text"/>	<input type="checkbox"/> Full <input type="checkbox"/> Affiliate <input type="checkbox"/> Corp Affiliate <input checked="" type="checkbox"/> Developing Leader <input type="checkbox"/> University <input type="checkbox"/> Prospect
Company	Expiration Date
<input type="text"/>	<input type="text"/>
Original Join Date On or After	
<input type="text"/>	
Birthday On or After	
<input type="text"/>	

SEARCH **CLEAR FILTERS**

If you are conducting multiple searches, please CLEAR FILTERS between searches. To download the information into an Excel Spreadsheet choose the Excel Icon.

Your selected data will appear.

EXPORT ALL TO EXCEL

Primary Chapter	Member ID	Name	Company Name	Email	Member Type	Member Status	Join Date	Expiration Date	Prora Expire Date
Austin	631196	Bass, Davis	HPI	bass@hpitx.com	Principal	Developing Leader	06/12/2020	12/31/2023	
Austin	659815	Baynton, Bryan	Titan Development	bryanbaynton@gmail.com	Principal	Developing Leader	10/12/2021	12/31/2023	
Austin	667914	Benkendorfer, Brooks B.	HPI	brooks@hpitx.com	Principal	Developing Leader	11/12/2021	12/31/2023	

*Chapters with Developing Leaders as Corporate Affiliates should use the “Birthdate On or After” search function to determine those eligible for DL benefits. The 2024 date to use is 1/1/1988.

To download the information into an Excel Spreadsheet choose the EXPORT ALL TO EXCEL button.

If you are conducting multiple searches, please CLEAR FILTERS between searches. To download the information into an Excel Spreadsheet choose the Excel Icon.

EXPORT ALL TO EXCEL

Primary Chapter	Member ID	Name	Company Name	Email	Member Type	Member Status	Join Date	Expiration Date	Prora Expire Date
Austin	631196	Bass, Davis	HPI	bass@hpitx.com	Principal	Developing Leader	06/12/2020	12/31/2023	

Notes:

- The Member Type Equals University search criteria is not operational at this time. To determine the names of your university members please use the UNIVERSITY MEMBERSHIPS button.

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