



CURRENT TERMINATED MEMBERS REPORT

The Chapter Portal has the capability to report terminated members for the **current renewal cycle**. This function will show exactly who has been terminated, when and for what reason. Those marked “No Payment” were terminated as part of our regular “membership drops”. Those marked “Cancelled” were terminated due to a notification (chapter, company, member, etc.). We also have some individuals who have been terminated due to a transfer, retirement or death.

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

How to Access Terminated Members

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.

The screenshot shows the NAIOP homepage with the following elements:

- NAIOP logo and tagline: COMMERCIAL REAL ESTATE DEVELOPMENT ASSOCIATION
- Navigation links: About Us, Chapters, National Forums, Research Foundation, NAIOP Connect
- User profile: Elizabeth Gulding, Sign Out
- Primary navigation menu: MY ACCOUNT, CHAPTER PORTAL, RENEW MY MEMBERSHIP, MEMBER DIRECTORY, EVENTS, CERTIFICATES, PUBLICATIONS
- Secondary navigation menu: MY PROFILE, MY PASSWORD, MY BIOGRAPHICAL INFORMATION, MY INVOICES, MY CORPORATE EVENT REGISTRATION, MY CORPORATE EDUCATION HISTORY, MY DOWNLOADS

Click Chapter Portal and choose Terminated Memberships.

The screenshot shows the Chapter Portal interface with the following elements:

- My NAIOP: My Account, Chapter Portal, Renew My Membership, Member Directory, Events, Certificates, Publications
- MY PRIMARY CHAPTER: NAIOP MEMBER AT LARGE
- Grid of options:

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

The list of Current Terminated Members will then appear.

Terminated Members

EXPORT ALL TO EXCEL

Contact Number (Customer ID)	Customer ID	Company Name (Customer ID)	Rate	Cycle State	Cycle Year	Termination Date	Termination Reason	Benefit Status
680124	Jonker, Meredith	Peak Rock Capital	Austin Principal Developing Leader	Current	2023	06/06/2023	No Payment	Terminate
677894	Evans, Tabitha	Ryan Companies US, Inc.	Austin Principal Affiliate	Current	2023	03/05/2023	No Payment	Terminate
681520	Patel, Keni U.	Point Acquisitions	Austin Principal Full	Current	2023	07/13/2023	No Payment	Terminate
648854	Cutshall, Elena	STG Design	Austin Associate Full	Current	2023	03/05/2023	No Payment	Terminate

There are a number of columns included. Either download to an Excel spreadsheet or use the toggle bar at the bottom of the page to move over to see all information.

Notes:

- The information is updated daily to reflect all payments coming in.
- Columns not bolded can be filtered online (i.e. Customer ID, Rate, Cycle State, Termination Date, etc.).
- Members terminated as part of the annual “drop” have the same early-March termination date.