

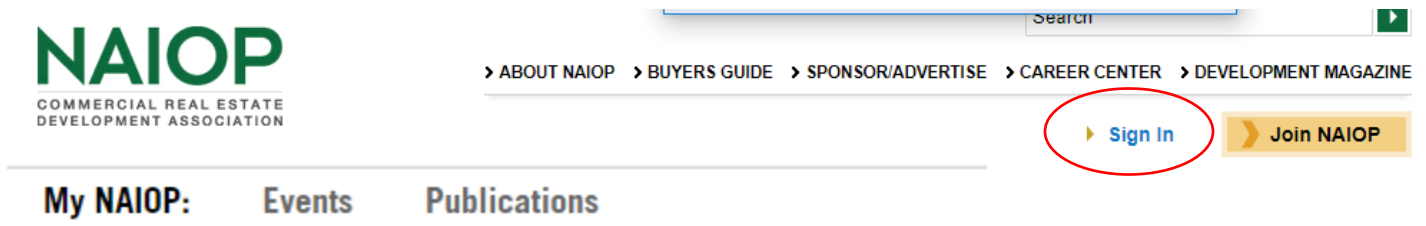


INSTRUCTIONS FOR DETERMINING UNPAID MEMBERS

There are a few ways to determine this data. Please see below for your options.

How to Access Chapter Reports

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).



Sign into your existing user account

Username/email

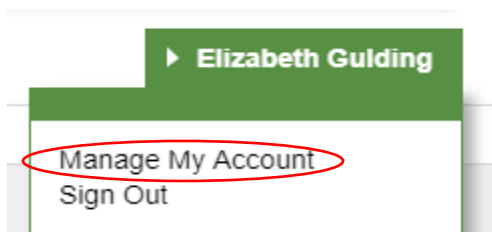
gulding@naiop.org

Password

.....

SIGN IN

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

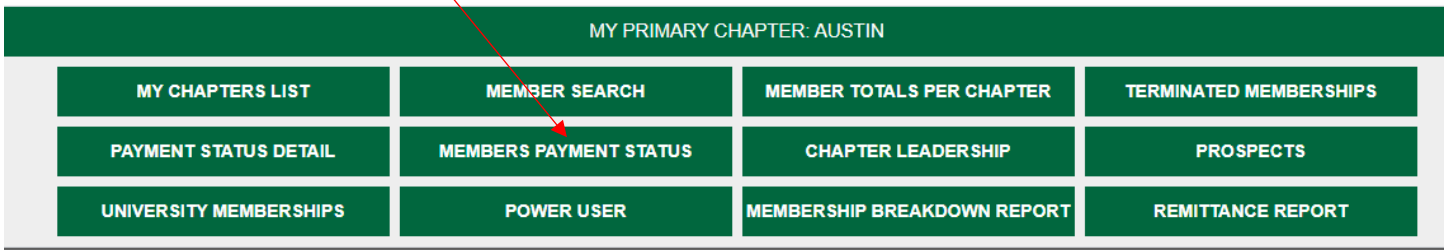


Choose Chapter Portal to have access to the reports.

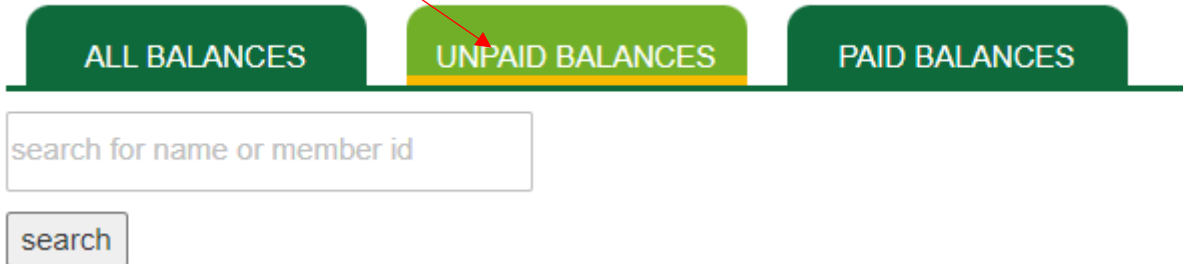


Option #1 – Members Payment Status report

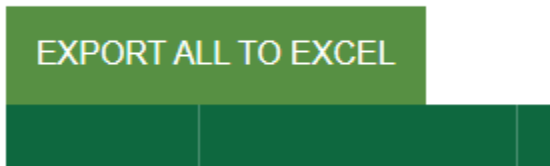
Choose the corresponding green button.



Then the UNPAID BALANCES tab



For easier use, download into an Excel spreadsheet.



This tab reports individuals with open invoices (unpaid).

Prorate members – have data in the Prorate Expiration Date column (column E). These members will not be part of the March “drop” and can be deleted from your spreadsheet for this purpose.

The remaining members listed will be dropped from membership for non-payment.

Option #2 – Payment Status Detail report

This report illustrates specific payment status details for **all** your invoiced members including sponsors, corporates, and individuals throughout the membership year.

Choose the corresponding green button.

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

At the sort screen, enter Invoice Paid = *NO* & Cycle Year *2024* then “View Report”.

Report Viewer

PREVIOUS PRINT

Date Paid From: NULL

Date Paid To: NULL

Invoice Paid: ▼

Cycle Year:

View Report

The resulting data will show all the open (unpaid) invoices created for this membership year. Download it onto an Excel spreadsheet.

1 of 2 ?

CHAPTER	MEMBERID	MEM	MEM
DCIMD	137648	Regn	DCIM
DCIMD	691996	Cooper	DCIM

Word
Word 2003
Excel
Excel 2003
PDF

From the resulting spreadsheet delete:

- All individuals with data in Prorate Exp Date column (column M).
- All individuals with data in Termination Date column (column N).
- All individuals *without* data in Exp Date column (column L). *These are individuals who were sent an invoice but are not yet members.*

The names that remain are those who were sent invoices but have not yet paid. They will be dropped from membership.