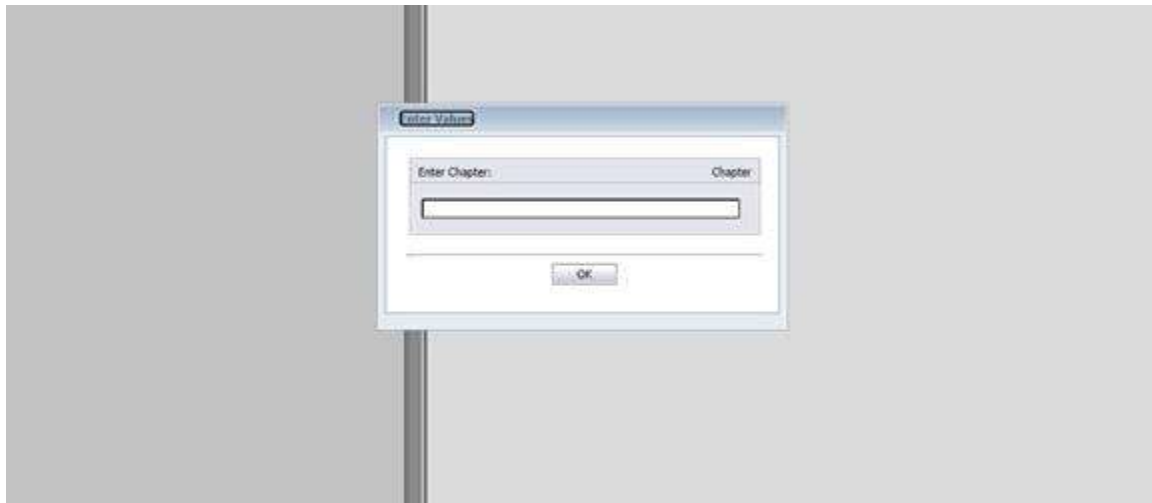


Chapter Roster and Share Report Instructions on how to download.

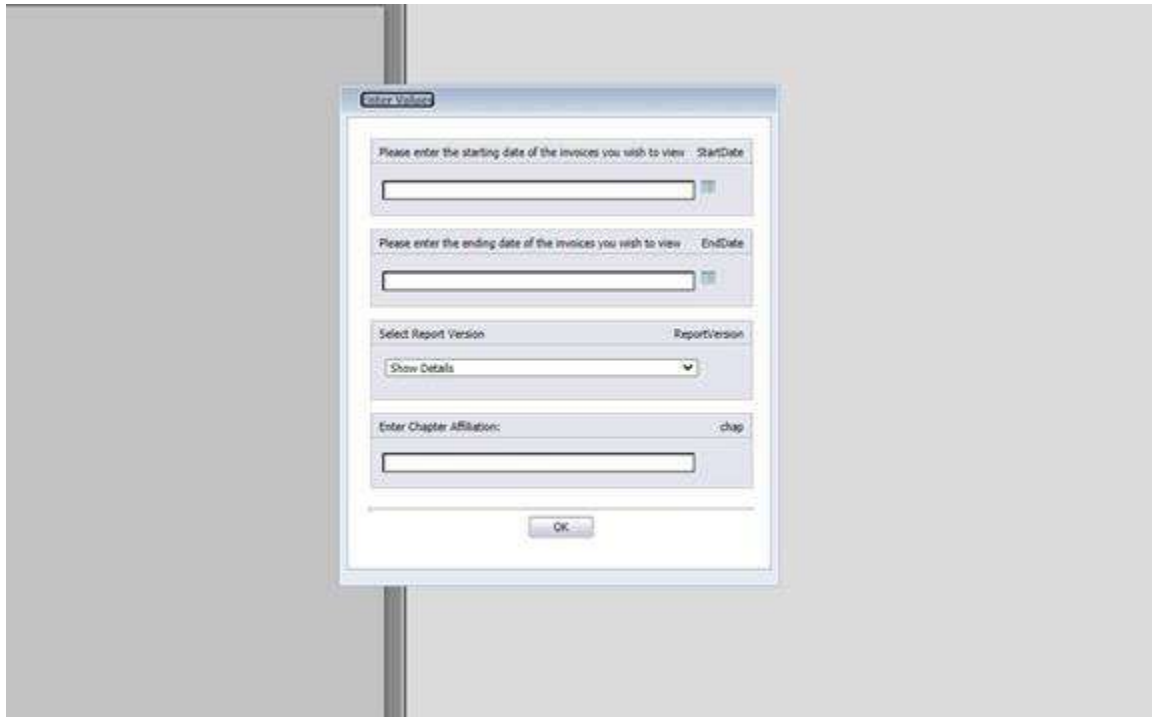
This is a reminder of our changed procedures for accessing your Chapter Roster and Chapter Share reports. For security purposes we have altered the reports, so you have to type in “Chapter # - Chapter Name” for example, 000 - California. If you mistype or enter the information incorrectly, the report will show up blank. If you need help accessing the information give us a call or email memberservices@ipssa.com. Below is what you will see when you access the reports.

Chapter Roster Report

A screenshot of a web application dialog box. The dialog box has a title bar that says "Enter Values". Inside the dialog, there is a label "Enter Chapters:" followed by a text input field. To the right of the input field is a label "Chapter:". Below the input field is an "OK" button. The dialog box is centered on a grey background.

Enter “Chapter # - Chapter Name”

Chapter Share Report



Enter Start Date, End Date, Show Details/Summary Only, and “Chapter # - Chapter Name”