

Chapter Share Download Instructions

Chapter Shares are deposited on the 15th of the month for your previous month's chapter dues.

How to download the backup detail from your chapter share deposit.

Login to your member portal at www.web.ipssa.com/portal

1. On the Member Portal Home go to "Revenue by Type Report"
2. You will be prompted to login again as the report has restricted access to only Chapter Officers
3. Select the Start Date, End Date, and select your chapter values you'd like the report to run
 - a. Exampled below is how you'd pull the June 2020 Chapter Share report for Anaheim – 501
4. When the report shows your results you may export in a few different ways (examples below)
 - a. You may print the report or save as a PDF if you select the printer icon in the top left
 - b. You may export the report in multiple excel formats if you select the export icon on the right

Enter Values

Please enter the starting date of the invoices you wish to view StartDate

6/1/2020

Please enter the ending date of the invoices you wish to view EndDate

6/30/2020

Please enter 1 or more revenue items Revenue Items

Start of Range: ...
 Enter a Value:
 Include this value No lower value

End of Range: ...
 Enter a Value:
 Include this value No upper value

Add Range

Available Values: Anaheim - 501 - Regular Member Dues
 Antelope Valley - 309 - Regular Member Dues
 Associate Member
 Associate Member - Gold
 Associate Member - Platinum
 Associate Member - Silver
 Associate Member - Titanium
 Austin - 907 - Regular Member Dues




Selected Values: Anaheim - 501 - Regular Member Dues

Enter a Value:

Remove Remove All

Select Report Version ReportVersion

Show Details

1 of 1
100%

Group Tree

- Anaheim - 501 - Regular Member Dues

Main Report

Revenue By Revenue Type

June 01, 2020 to June 30, 2020

