



Downloading Membership Reports

There are two ways to access membership reports. First, any Chapter Leader is always more than welcome to email any member of the Chapter Services Team and a report will be generated for them. Available membership reports include Current, Recently Expired, Lapsed and New/Returning. IFAPAC Non-Contributor reports can also be downloaded.

The second way to access membership reports is through your Chapter group page. This can be done by following these instructions:

1. Login to the NAIFA website.
2. Navigate to the "Groups & Chapters" tab in the menu bar.
3. Navigate to the "Groups" tab in the top menu bar. This will pull up your groups and you should see a group labeled "State (or Local) Chapter: [Chapter Name]" that you will want to click on.
4. Locate the blue "Admin" button on the upper right-hand side of the page. It should be next to one that says "Actions." Clicking on that dropdown menu will provide you with a variety of options, but for reports, you will want to click on the bottom option in the right column labeled "Available Reports." This will pull up all the reports that are automatically updated daily for your use. You may notice that to the right of the reports, it will give a date created column with a date that was sometime in 2020 or even 2019. This does not mean these reports are not accurate. That simply reflects the date that the reports were originally generated. These reports are updated daily and will have the most accurate data that NAIFA has for the Chapter.
5. Once you click on any of the available reports, it will pull up the report in page view. If you would like these in an excel format, make sure pop-ups are allowed for the website/webpage, and click on the button above the list that reads "Export this report in CSV format."
6. This will then open a pop-up and will take a second or two to convert, but you will ultimately be presented with the option to select the "Click here to download" and this will open up an excel version of the report.