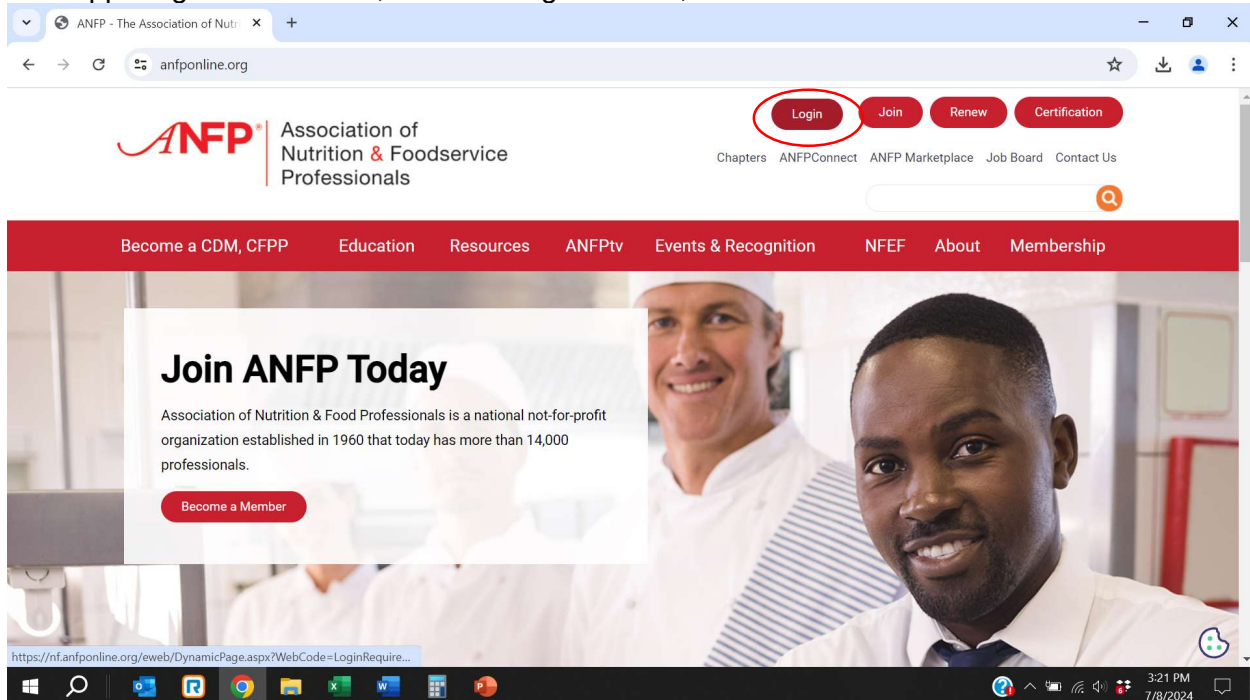


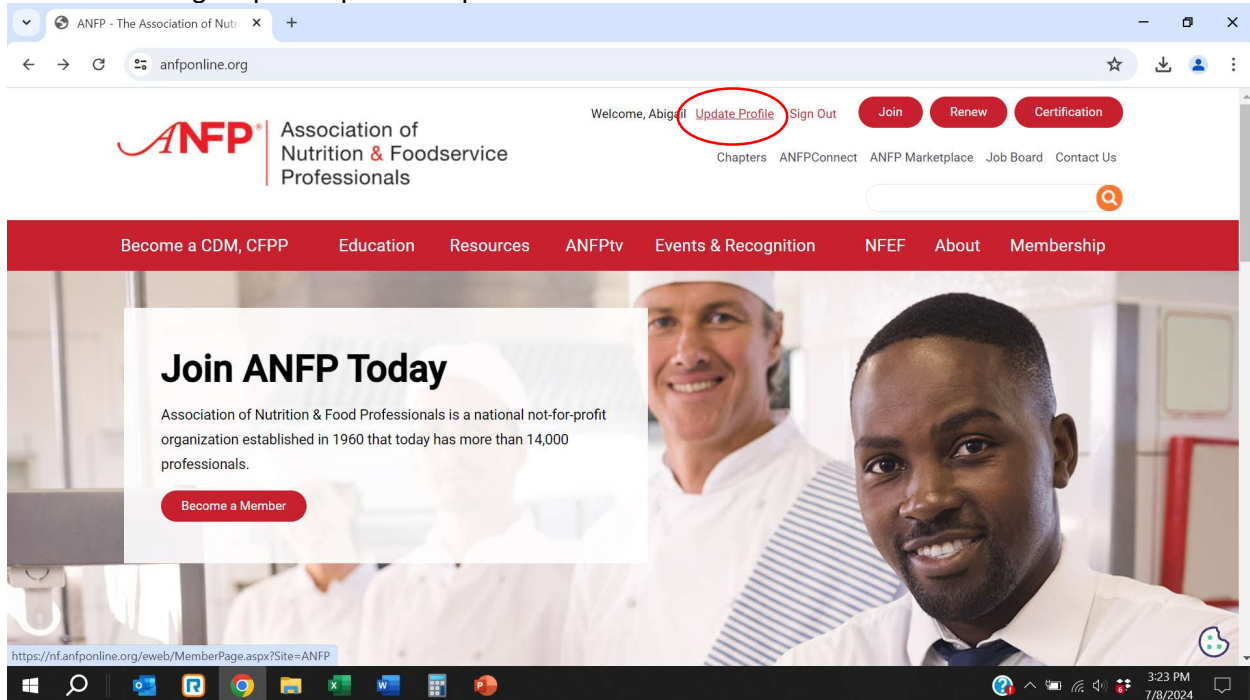
## How to Pull a Chapter Roster

1. Go to [www.ANFPOnline.org](http://www.ANFPOnline.org).
2. In upper right hand corner, click on "Login" button, circled below.



3. On this page, enter your email address and your password. (Or you may be automatically logged in depending on your browser settings.)

4. Click 'Manage/Update' profile to proceed.



5. Once logged in, you will see your contact information as it is in our database. Update this if needed.

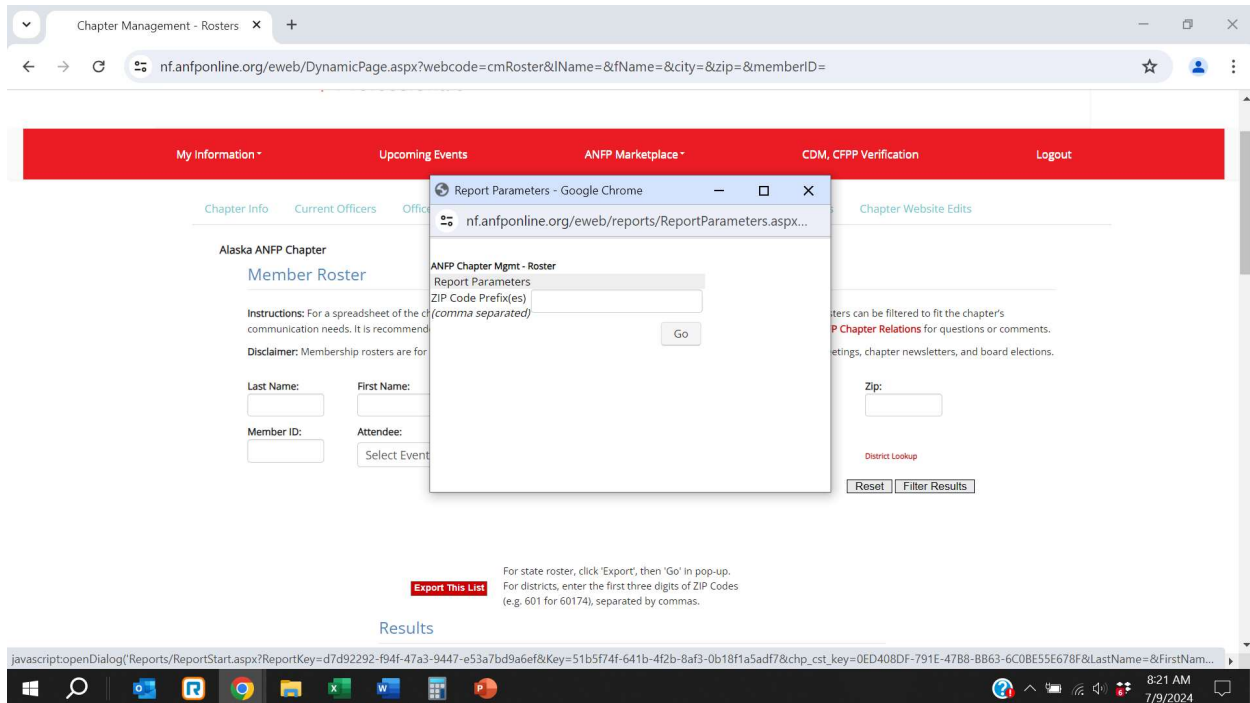
6. Next, go to the 'My Information' on the tab (circled) and select 'Chapter Portal' (circled).

The screenshot shows the ANFP website with the 'My Information' tab circled in blue. A dropdown menu is open, and 'Chapter Portal' is circled in blue. The website header includes the ANFP logo and navigation links: Certification, ANFP Membership, ANFPConnect, Marketplace, and Contact Us. The main navigation bar has links for My Information, Upcoming Events, ANFP Marketplace, CDM, CFPP Verification, and Logout. The dropdown menu for 'My Information' includes links for My Information, My Certification, My Transactions, Find CE, Acute Care Benchmarking, Skilled Nursing Benchmarking, Chapter Portal, NFP Grants, and Become a Member. The contact information for the Alaska ANFP Chapter is displayed below the dropdown menu.

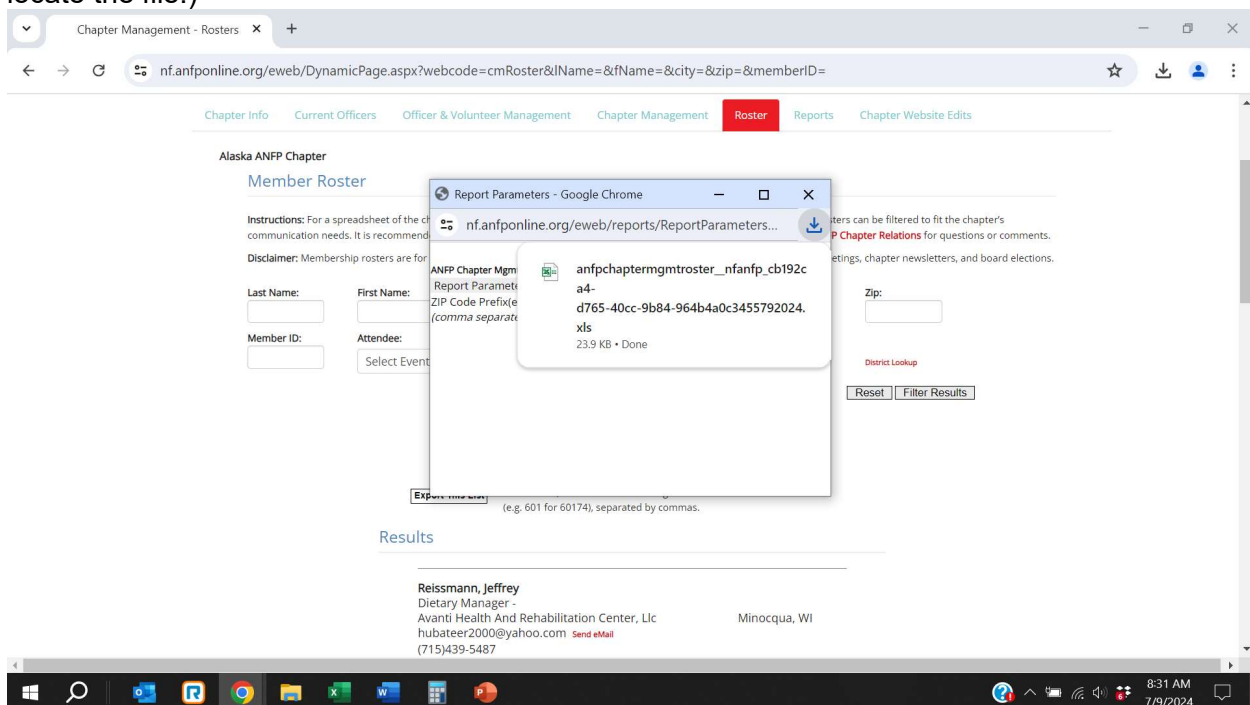
7. Click on the 'Roster' link/tab (circled) and scroll down until you see the 'Export This List'.

The screenshot shows the ANFP website with the 'Roster' tab circled in blue. The page title is 'Alaska ANFP Chapter Member Roster'. Below the title, there are instructions for using the roster and a disclaimer. A form with filters for Last Name, First Name, City, State, Zip, Member ID, Attendee, and Certification is visible. At the bottom of the page, the 'Export This List' button is circled in blue. The page also includes a 'Results' section and a 'District Lookup' button.

8. Click the export button which will then show a pop-up window (Report Parameters):
  - a. To pull/export the full roster. Push 'Go' (without entering anything in the blank field).
  - b. To filter by district/ zip code: Enter first three digits of each zip code you would like to filter, separated by a comma. (For example, members in zip codes 60174 and 47603 would be entered: 601,476)



9. The Excel file will automatically download. (You may need to check your Downloads folder to locate the file.)



- Open the Excel file and delete row 1. (Contact information has been redacted below due to ANFP's confidentiality policy.)

Delete Row 1  
to be able to  
filter your  
results.



anfpchaptermgmtroster\_nfanfp\_cb192ca4-d765-40cc-9b84-964b4a0c3455792024 - Compatibility...

Abigail Solazzo

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Analyze Data

AutoSave Off Save Redo Spelling New Print Preview and Print Undo

A1 Roster - Alaska ANFP Chapter

| 1 | A         | B          | C              | D      | E  | F            | G                        | H              | I              | J            | K     | L          |
|---|-----------|------------|----------------|--------|--|--------------|--------------------------|----------------|----------------|--------------|-------|------------|
|   | Last Name | First Name | Designation(s) | ID     | Company                                      | Address Type | Address Line 1           | Address Line 2 | Address Line 3 | City         | State | Zip        |
| 2 | Seussmann | Jeffrey    | CDM, CFPP      | 281375 | Avanti Health And Rehabilitation Center, LLC | H            | 7850 Squirrel Lake Rd    |                |                | Minocqua     | WI    | 54548      |
| 3 | Hamlett   | Connie     | CDM, CFPP      | 170594 |  | H            | 491 Camelia Hwy          |                |                | Kyle         | TX    | 78640-5839 |
| 4 | Werber    | Rebecca    | CDM, CFPP      | 223725 | William Bee Rife Hospital                    | H            | P.O. Box 180722          |                |                | Ely          | NV    | 89315      |
| 5 | Wasinger  | Jon        | CDM, CFPP      | 438813 |  | H            | 317 E 5th ST             |                |                | Hays         | KS    | 67601-4113 |
| 6 | Jones     | Robert     | CDM, CFPP      | 202379 | River Point Behavioral Health                | H            | 7101 Wilson Blvd         | Unit 7305      |                | Jacksonville | FL    | 32210      |
| 7 | McCloud   | Craig      | CDM, CFPP      | 185803 |  | H            | 5185 s sandstone pl      |                |                | Chandler     | AZ    | 85249      |
| 8 | Wade      | Robin      | CDM, CFPP      | 184789 | NMS  | H            | 38155 S Rolling Hills DR |                |                | Tucson       | AZ    | 85739-3008 |

anfp\_chapter\_mgmt\_roster

Ready Accessibility: Unavailable

8:34 AM 7/9/2024

- If you have any questions, contact ANFP at 800.323.1908 or [chapters@ANFPOnline.org](mailto:chapters@ANFPOnline.org).