

## **Web Portal Login, Officer Report, and Active/Inactive Roster Instructions**

### ***Instructions to Log into the Web Portal (you must be an active member to log in):***

1. Visit [www.kdp.org](http://www.kdp.org)
2. In the top, right hand corner of the main page, click *Member LOGIN* button.
3. Please read on-screen information carefully before entering your username and password.
4. Your username is your e-mail address; your password is your member number. If you need assistance with this information, please e-mail [mcs@kdp.org](mailto:mcs@kdp.org) or contact headquarters at 800.284.3167
5. You should receive a statement saying you were successfully logged in, click OK
6. The webpage will try to close the tab or window. Click OK to allow this.

### ***Instructions to Submit your Officer Report (from the Web Portal welcome screen):***

1. On the left hand side of the screen, you will see hyperlinked options. Click *Chapter Management*.
2. In the "Chapter Selection" box, click the radio button for your chapter.
3. Click "Officers" button at the bottom right of the box.
4. Please read on-screen information and instructions carefully.
5. To add officers click the "Add New Officer" button. You will need to search by email address to add each officer.
6. Click "Select Member" button for the member that comes up.
7. Choose the specific officer title from the pull-down menu. The term ending and beginning dates are defaulted to the KDP fiscal year. If you chapter's officer term dates are different, you can revise them. Remember to input the correct term date (e.g. 4/10/09 to 4/9/10). Click the "Save" button to continue.
8. You are returned to the officer list to begin the process again or edit existing officers, and you can see your new officer listed.
9. Once an officer is listed you may make changes using the "Edit" button to their right if necessary.

### ***Instructions to View Active/Inactive Roster (from the Web Portal welcome screen):***

1. On the left hand side of the screen, you will see hyperlinked options. Click *Chapter Management*.
2. In the "Chapter Selection" box, click the radio button for your chapter.
3. Click "Reports" button at the bottom right of the box.
4. Select *KDP\_Web\_ActiveInactiveChapterMembership*

### ***To Export the Information into an Excel File for Management:***

1. Scroll to the bottom of the report
2. In the drop-down menu, select Excel
3. Click "Export" button.