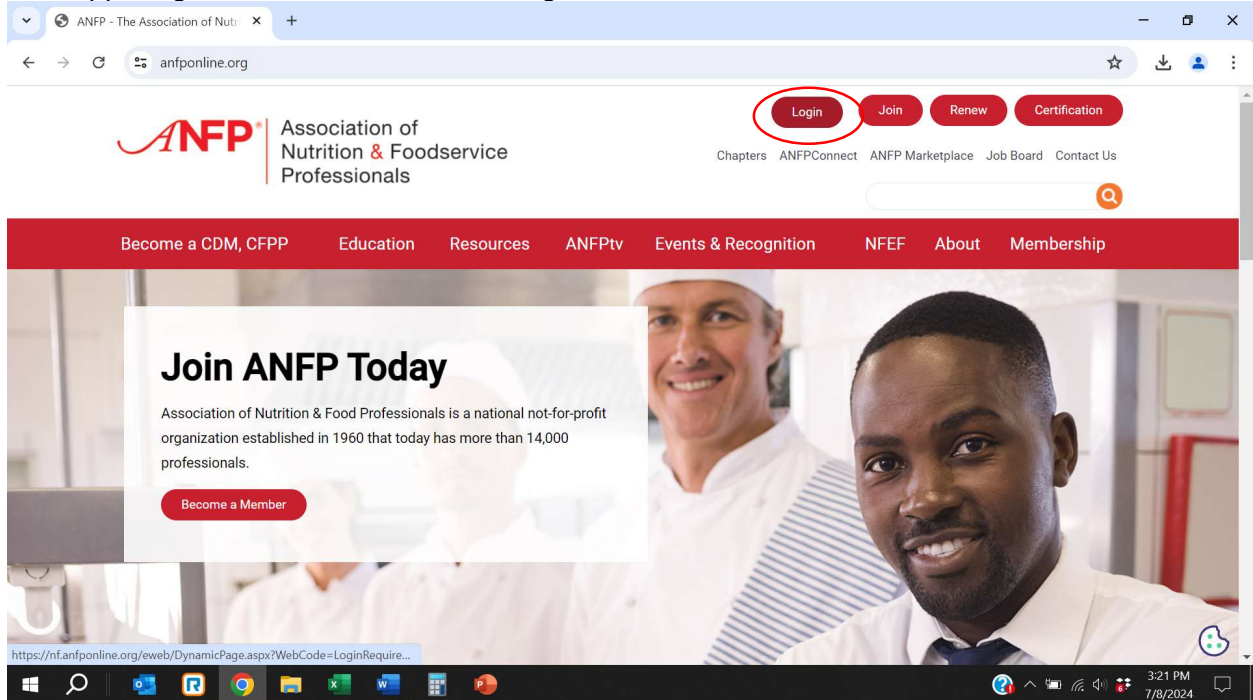


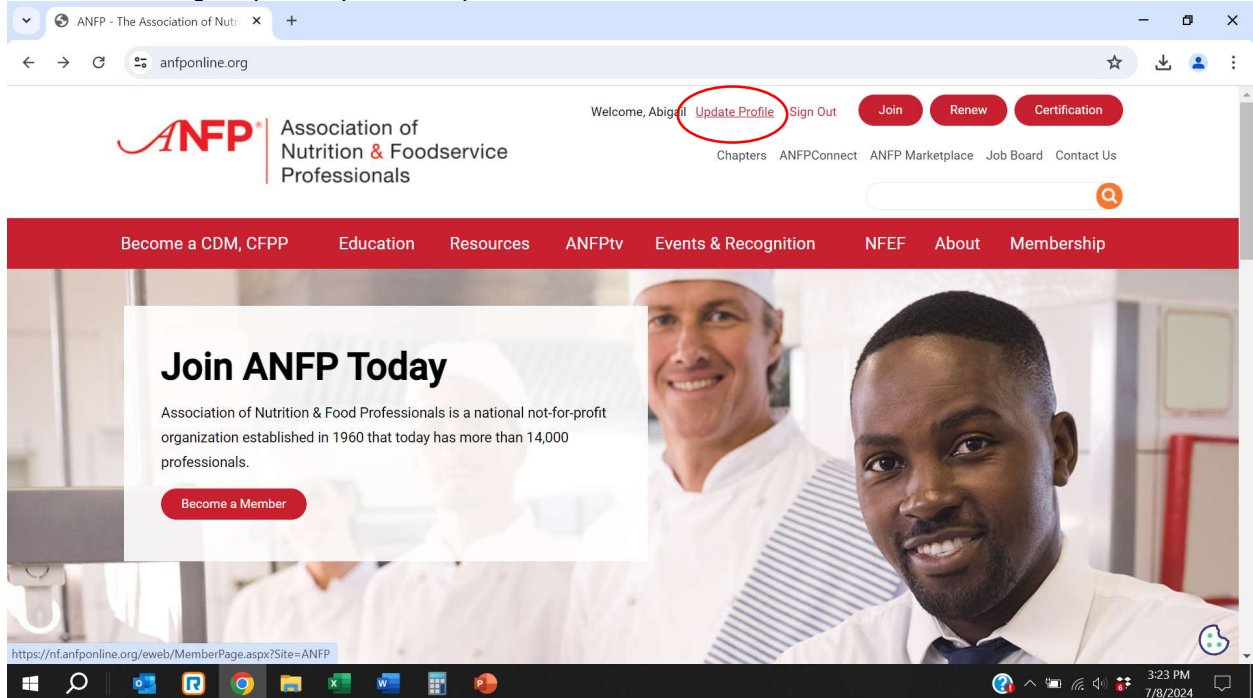
How to Access the Chapter Portal

1. Go to www.ANFPonline.org.
2. In upper right hand corner, click on “Login” button, circled below.



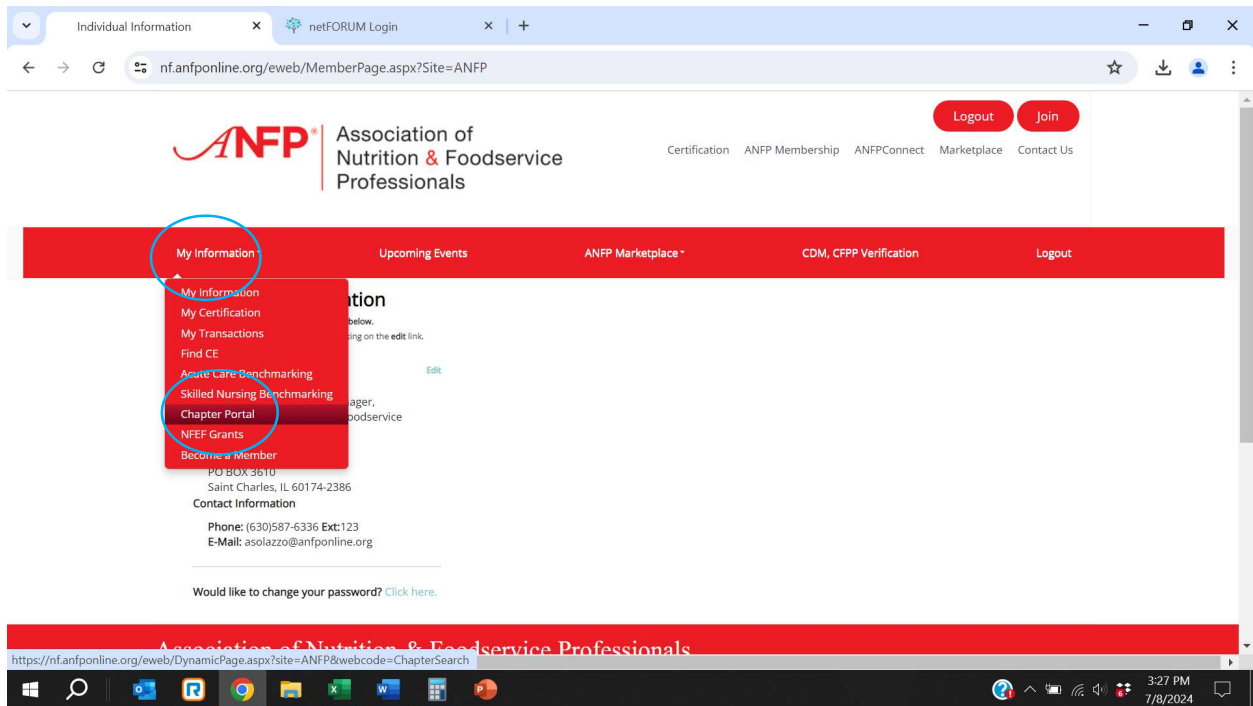
3. On this page, enter your email address and your password. (Or you may be automatically logged in depending on your browser settings.)

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).



From here, you can update chapter officers, download required report templates in the Chapter Management tab, access the chapter member roster and membership reports and request website edits. Please see our other tutorials for step-by-step instructions on how to use each function/tab within the portal.

If you have any questions, contact ANFP at 800.323.1908 or chapters@ANFPonline.org.