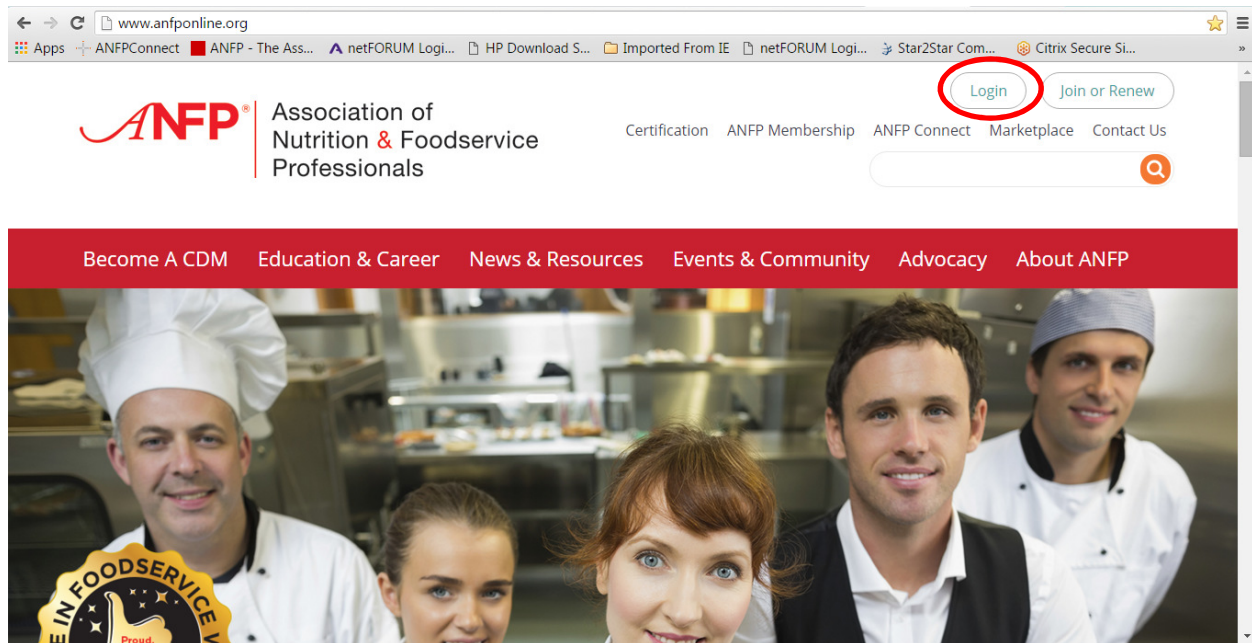
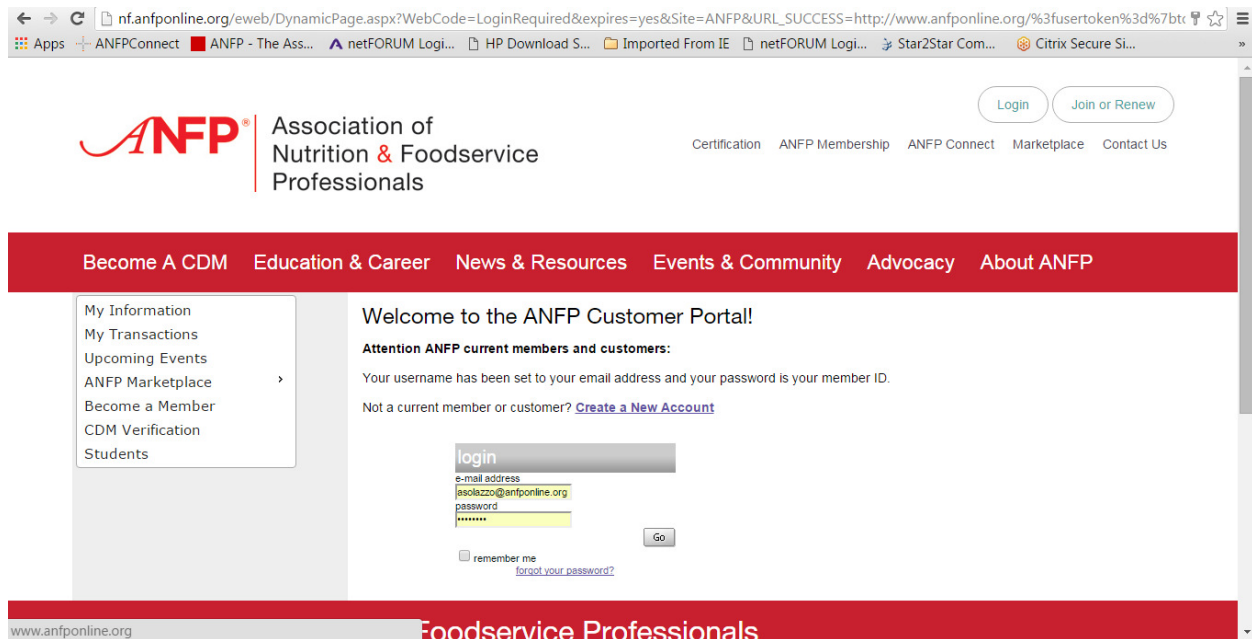


## How to access ANFP member login, chapter portal and download forms/templates

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.
4. Click the “Go” button and then, Manage profile to proceed.



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

The screenshot shows the ANFP website with the URL `nf.anfponline.org/eweb/DynamicPage.aspx?site=ANFP&webcode=MyInformation`. The page features the ANFP logo and navigation links for Login, Join or Renew, Certification, ANFP Membership, ANFP Connect, Marketplace, and Contact Us. A red navigation bar contains links: Become A CDM, Education & Career, News & Resources, Events & Community, Advocacy, and About ANFP. On the left, a sidebar lists various resources, with 'Chapter Portal' circled in red. The main content area is titled 'My Information' and displays a user's profile with redacted contact details. It includes links for 'Edit Demographics' and 'My Chapters', and a table for 'Memberships'.

Type	Expires On	Effective
Professional	08/31/2016	09/01/2015

- Click on the 'Chapter Portal' on the left side of the screen, circled below
- From here, you can update chapter officers, download required report templates in 'Chapter Management', access the chapter member roster and membership reports and request website edits. (Click on the 'Chapter Management' link circled below, for award nomination forms).

The screenshot shows the ANFP website with the URL `nf.anfponline.org/eweb/DynamicPage.aspx?site=ANFP&webcode=ChapterSearch`. The page features the ANFP logo and navigation links for Login, Join or Renew, Certification, ANFP Membership, ANFP Connect, Marketplace, and Contact Us. A red navigation bar contains links: Become A CDM, Education & Career, News & Resources, Events & Community, Advocacy, and About ANFP. On the left, a sidebar lists various resources, with 'Chapter Portal' circled in red. The main content area is titled 'Chapter Management' and displays a list of chapters. The 'Chapter Management' link in the navigation bar is also circled in red. The page includes a 'Filter by State' dropdown menu and a section for 'Florida ANFP' with details about the Chapter Website, State Meeting, and Contact information.

**Chapter Website:**  
[www.anfponline.org/events-community/chapters/chapter-pages/florida/home](http://www.anfponline.org/events-community/chapters/chapter-pages/florida/home)

**State Meeting:**  
04/20/2016 - 04/22/2016  
Florida Convention Center - April 2016  
Orlando, FL

**Contact:**

8. Once you've clicked on 'Chapter Management' you'll find the award nomination forms (circled below in red) available for download.

The screenshot shows the ANFPonline.org website. The navigation bar includes links for 'Become A CDM', 'Education & Career', 'News & Resources', 'Events & Community', 'Advocacy', and 'About ANFP'. The left sidebar lists various user options like 'My Information', 'My Transactions', 'My Certification', etc. The main content area is titled 'Chapter Management' and includes a 'State Meeting' section with an 'Update' button. Below this is a 'Required Reports' section with a table of reports. The table has columns for 'Report Type', 'Due Date', 'Submitted', and 'Status'. The reports listed are 'Communications Award (optional)', 'Diamond Award (optional)', 'Government Affairs Award (optional)', 'Membership Award (optional)', and 'Chapter Bylaws'. The 'Status' column shows 'Incomplete' for the first four and 'Completed' for the fifth. The 'Upload Doc' buttons for the 'Incomplete' reports are circled in green. The 'Report Type' column for the first four reports is circled in red.

Report Type	Due Date	Submitted	Status
Communications Award (optional) Download Template File	03/31/2016		Incomplete
Diamond Award (optional) Download Template File	03/31/2016		Incomplete
Government Affairs Award (optional) Download Template File	03/31/2016		Incomplete
Membership Award (optional) Download Template File	03/31/2016	01/13/2016	Completed
Chapter Bylaws	01/15/2016		Incomplete

9. Complete these forms based on the instructions, save to your computer, and then click on 'Upload Doc' (circled in green) to upload the completed document with the correlating report, by **March 31**.
10. Click on the "View" button to verify your document was sent.
11. If you have any questions, contact ANFP at 800.323.1908 or [info@ANFPonline.org](mailto:info@ANFPonline.org).