**Component Leader Reports Access Cheat Sheet**

You can access the reports online 24/7 <https://my.ifma.org/>.

1. Go to [**\*NEW Leader Report Portal**](https://my.ifma.org/leaderportal/)and sign in at the top right of the page (blue button).
2. Click on Leader Portal.
3. Click on the specific report you would like to run (member roster, drops, expiring, etc)
4. Select the chapter or council from drop down option and then search. From here you can export to Excel.

Your username is the email address we have on file. If you need your login and password, email [components@ifma.org](mailto:components@ifma.org) or call 281-609-0990.

**IFMA Member Types Cheat Sheet:**

**CODE DESCRIPTION**

A Associate FM Former Associate Member

FP Former Professional IF IFMA Fellow Member

L Lifetime M Member

PM Potential Member R Retired

S Student YP Young Professional

SL Corporate Sustaining Partner

**Young Professional Member:**

Open to IFMA members who are under the age of 35.

**IFMA Fellow Member:**

The most prestigious title bestowed by the Association is that of IFMA Fellow. Fellowship recognizes outstanding contributions to the Association. Fellowship creates an elite core of respected leaders who can be called upon to act as advisors to and ambassadors for the Association. Fellows are selected by nomination only.