**Component Leader Reports Access Cheat Sheet**

You can access the reports online 24/7 at [www.ifma.org](http://www.ifma.org).

 1. Go to [www.ifma.org](http://www.ifma.org) and login at the top right of the page (red button).

 2. Click on Knowledge Base (black tab)

 3. Click on Chapter & Leader Tools (scroll down)

 4. Click on Chapter or Council Records & Reports Portal – whichever is appropriate

 5. Click on the specific report you would like to run (roster, drops, expiring, World Workplace,

 etc.)

 6. To export the report into Excel, click on the tiny floppy disc icon and scroll down to Excel.

Your login is typically your membership id number. If you need your login and password, email 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 new IFMA members who are under the age of 30, and new or current IFMA members who graduated from an accredited university or college within the last 12 months at the time of application or membership reclassification/renewal. Young professional membership is limited to two years.

**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.

**Dropped Report:**

If the member type is FP or FM they dropped their IFMA membership.

If the member type is a current member (A, M, L, R, S, YP, IF etc.) they dropped the chapter or council.

**Credentials Report:**

CFM:

First date, certified date is the date on which they first received the credential

Effective date is the date of their most recent recertification

Thru date is the date of the credential expiration

If a date is only listed in the effective date column, and not the certified date column, they have not held the credential long enough for a renewal

FMP:

This is a lifetime credential and there is only one effective date

SFP:

Effective date is the date the certificate was awarded

Thru date is the date the Term of Validity expires