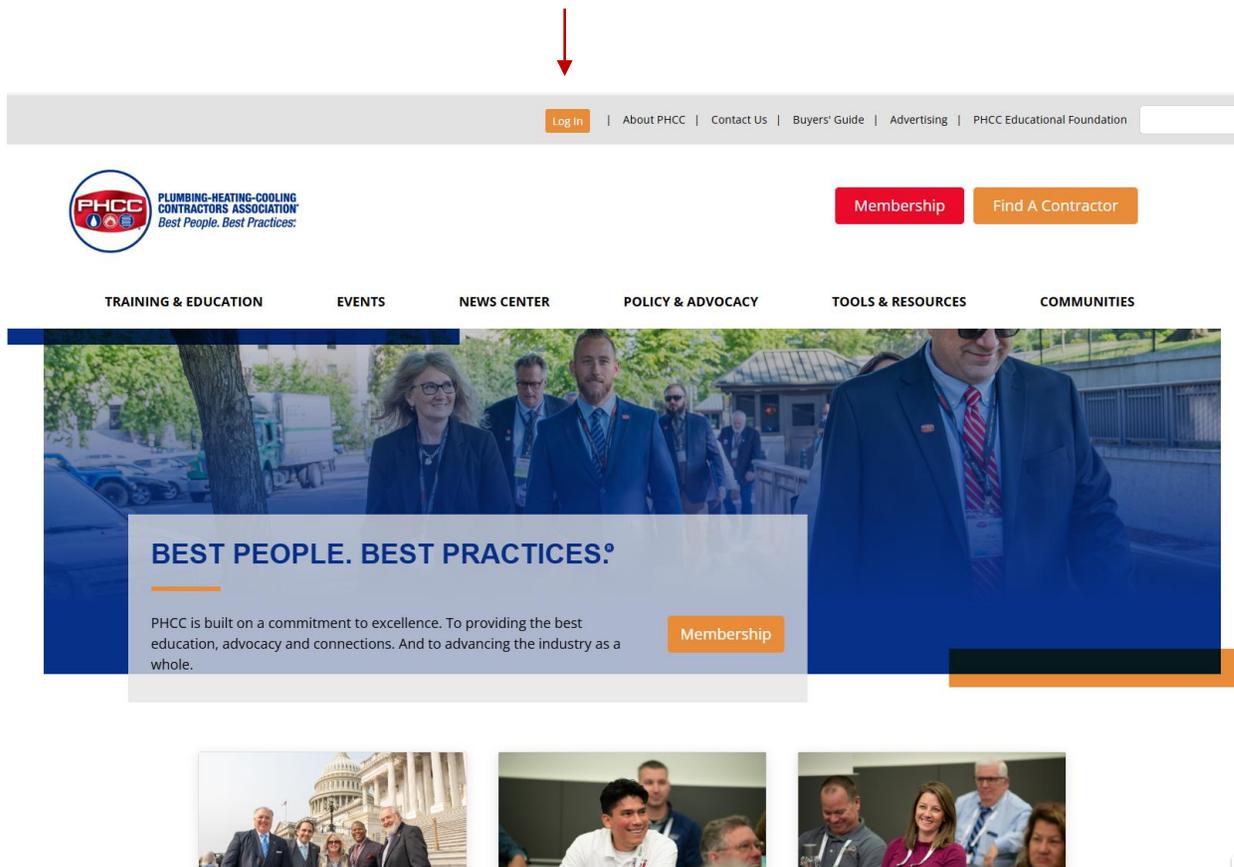## Chapter Roster Portal Access

The Chapter Roster Portal is an online feature to give you access to your state and/or local membership roster in real time. All state and local managers and chapter contacts have access to their state and/or chapter roster.  Rosters can be viewed online or exported to an Excel worksheet and can be used to verify active members and their contact information, note updates or changes or sharing with others.
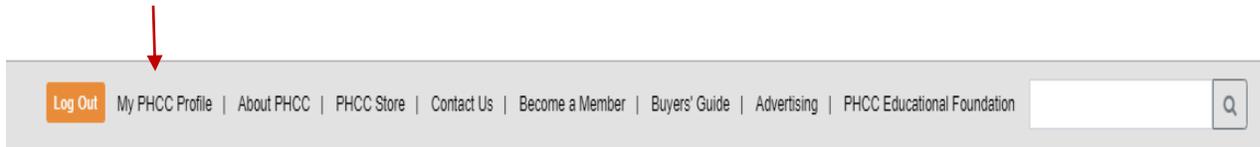
To access your list:

1.  Go to www.phccweb.org.

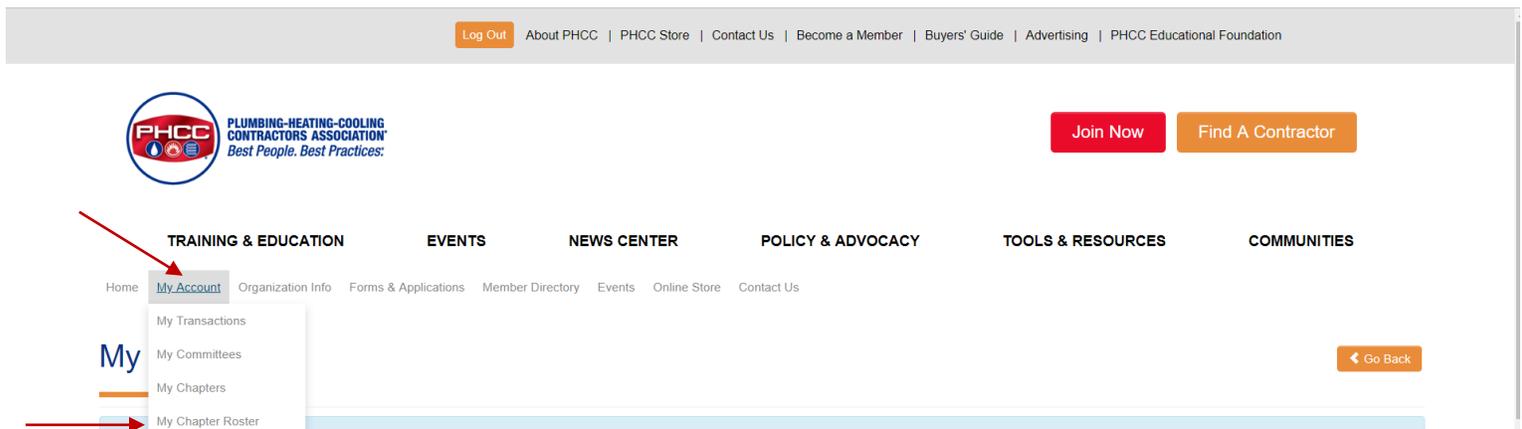2.  Click the Login button at the top of the webpage.



3.  At the login screen enter your email address and password and click "Login"
    *(\*If you do not know your login information contact PHCC at 800.533.7694 or click the* forgot your password? *link.)*

4. Click on "My PHCC Profile" at the top of the webpage.



5. From the "My Profile" page, hover over "My Account" and select My Chapter Roster from the dropdown list.



6. On the next webpage will be a list of accessible chapter(s).  Double click on the chapter name to launch the report.

7. The next page will show the chapter address and list all members of the selected chapter and their contact information.

8. To export to Excel, scroll to the bottom of the list and click the "Export" button.