



INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC.

Chapter Share Download Instructions

Chapter Shares are deposited on the 15th of the month for your previous month's chapter dues.

How to download the backup detail from your chapter share deposit.

Login to your member portal at www.web.ipssa.com/portal.

1. On the Member Portal Home go to "Member Only Content" and select "Revenue by Type Report".
2. You will be prompted to login again as the report has restricted access to only Chapter Officers.
3. Select the Start Date, End Date, and enter in your chapter value "Chapter # - Chapter Name".
 - a. Exampled below is how you'd pull the June 2023 Chapter Share report for 000 – California
4. When the report shows your results you may export in a few different ways (examples below).
 - a. You may print the report or save as a PDF if you select the printer icon in the top left.
 - b. You may export the report in multiple excel formats if you select the export icon on the right.

Enter Values

Please enter the starting date of the invoices you wish to view **StartDate**

6/1/2023

Please enter the ending date of the invoices you wish to view **EndDate**

6/30/2023

Select Report Version ReportVersion

Show Details

Enter Chapter Affiliation: **chap**

000 - California

OK

Print, Refresh, Find... 1 of 1 100%

Group Tree Main Report

Revenue By Revenue Type

June 01, 2023 to June 30, 2023

<u>Invoice</u>	<u>Profile ID</u>	<u>Apply</u>	<u>Rep</u>
<u>Number</u>		<u>Date</u>	

Debit Account:

Credit Account: