

Good news!

All chapter leaders can now generate a list of CLM members, fellows, and service providers in your area, view account balance, and request a reimbursement.

### **To generate a list of CLM members and fellows:**

Sign in to the CLM site and select "My Chapter Reports" in the green box on the left. You will see the screen below and when you select the radius and hit "view report" - all the information, including email appears. We built in the technology to download it to excel as well.

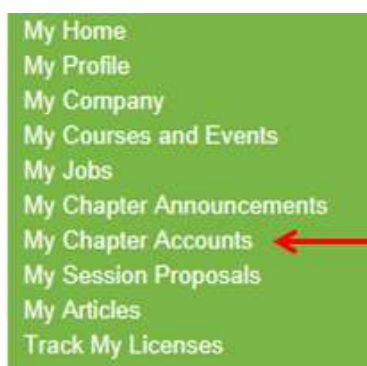


## **My Chapter Reports**

A screenshot of a web form titled "Persons Living in Vicinity of an Event". The form has a light gray background. At the top, there is a blue header with the title. Below the header, there are three main sections: "Event", "Zip Code", and "Radius". The "Event" section has a dropdown menu with "2014 CLM New York City Chapter Networking I" selected. The "Zip Code" section has a text input field with "10017". The "Radius" section has a dropdown menu with "10 Miles" selected. To the right of these sections is a "View Report" button. A red arrow points to the "View Report" button.

### **To view chapter account balance:**

Sign in to the CLM site and select "My Chapter Accounts" in the green box on the left. You will see the screen below and when you select the "Local Chapter Accounts" tab you will see your chapter's account information.



Local Chapter Reimbursements

Local Chapter Accounts

## Local Chapter Accounts

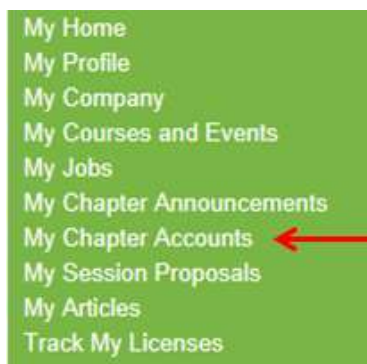
Local Chapter 

AL - Test Chapter

No Events found...

**To request a reimbursement:**

Sign in to the CLM site and select "My Chapter Accounts" in the green box on the left. You will see the screen below and when you select the "Local Chapter Reimbursements" tab you will see previous requests, where applicable, and the option to add a new reimbursement.



Click "Add New" to enter a reimbursement request.

Local Chapter Reimbursements

Local Chapter Accounts

## Local Chapter Reimbursements

[Add New](#)

Actions	Reference ID	Amount	Event Name	Status
	<input type="text"/>		<input type="text"/>	All <input type="button" value="v"/>

Toggle Search

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No records to view

Select the event for which the reimbursement applies, enter the required information, and click "Save". Note supporting documentation must be attached.

### Add Reimbursement



Event	<div>2014 CLM San Diego Chapter Networking Event - 11/20 2014 CLM Upstate New York Chapter Educational &amp; Networking Event - 11/19 2014 CLM Kentucky Chapter Networking Event - 11/13 2014 CLM Southern Florida Chapter Educational &amp; Networking Event - 11/13 2014 CLM Greater St. Louis Chapter Networking Event - 11/13 2014 CLM Western Pennsylvania Chapter Educational &amp; Networking Event - 11/13 2014 CLM New York City Chapter Educational &amp; Networking Event - 11/11 2014 CLM Indiana Chapter Networking Event - 11/6 2014 CLM Western Florida Chapter Educational &amp; Networking Event - 11/6 2014 CLM Bermuda Chapter Educational &amp; Networking Event - 11/4 2014 CLM Greater Atlanta Chapter Educational &amp; Networking Event - 10/30 2014 CLM Greater Houston Chapter Educational &amp; Networking Event - 10/21 2014 CLM Southeast Wisconsin Chapter Educational &amp; Networking Event - 10/21 2014 CLM Greater Dallas Chapter Educational &amp; Networking Event - 10/9</div>	Payable To	Payable Address
Date	<input type="text" value="10/21/2014"/>	<input type="text"/>	<div><input type="text"/></div>
*Valid		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

### Add Reimbursement



Event	2014 CLM Central Ohio Chapter Educational & Networking Event - 10/8 <input type="button" value="v"/>				
Date	Amount	Details	Supporting Document	Payable To	Payable Address
<input type="text" value="10/21/2014"/>	<input type="text"/>	<div><input type="text"/></div>	<input type="button" value="Browse..."/>	<input type="text"/>	<div><input type="text"/></div>
*Valid document types(doc, docx, pdf, png, jpg, gif, jpeg)					
				<input type="button" value="Save"/>	<input type="button" value="Cancel"/>