

How to Access Chapter Leadership Administration

Step-by-step guide for chapter leaders

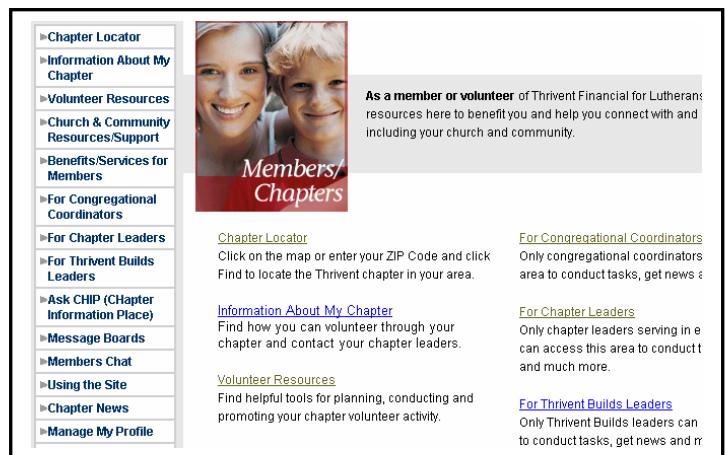
STEP 1

- Go to www.thrivent.com. Under **Your Account Login**, type your User ID and Password and click **Login**.
Note: If this is your first visit to the Administration menu, click Register Now and follow the prompts to register.



STEP 2

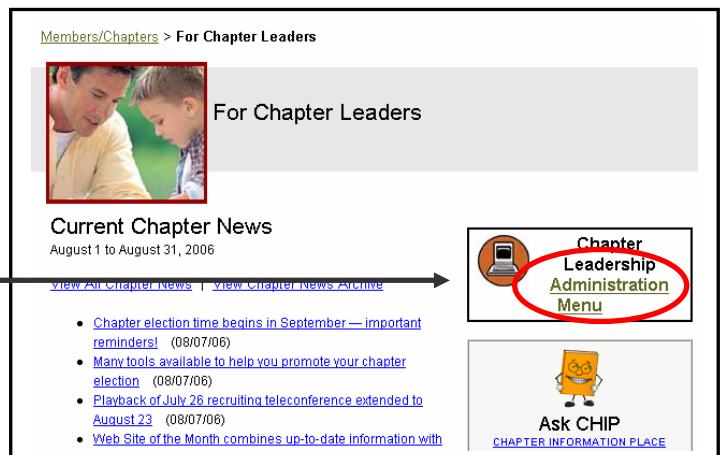
- At the top of the page, Click on **Members/Chapters**. On the Members/Chapters page, click **For Congregational Coordinators**.



Note: If a Security Alert window appears, click Yes.

STEP 3

- On the For Chapter Leaders page, click **Chapter Leadership Administration Menu**.



How to Access Chapter Leadership Administration (continued)

STEP 4

You've now reached the Chapter Leadership Administration page. This is where chapter leaders can:

- ☑ View chapter details and program funds available.
- ☑ Manage chapter leader and congregational coordinator information.
- ☑ Manage chapter meeting minutes and announcements.
- ☑ Order chapter supplies.
- ☑ Manage chapter operating funds.
- ☑ Request funding and report activity results.
- ☑ Create and manage chapter mailings.
- ☑ View and order reports and listings.

(Press arrow for list)
 Care Abounds in Communities Activities
 Care in Congregations Activities

(Press arrow for list)
 Care Abounds in Communities Activities
 Care in Congregations Activities
 Care in Regions Activities
 Locally Supported Activities
 Thrivent Builds Homes Fund-Raising Activities
 Thrivent Builds Homes Administrative Activities

(Press arrow for list)
 Congs With Less Than 3 Coordinators
 Newly Assigned Chapter Members
 Operating Funds By Expense Category
 Operating Funds Detail Summary
 Order Chapter Member Listing
 Order Congregational Member Listing

Note: Many of the pages within Chapter Leadership Administration have [Tips for using this page](#) located on the upper right corner of the screen. Click on this link to get additional help using that page.

For questions on how to access and use Chapter Leadership Administration, contact the Fraternal Service Center at **800-236-3736** or fraternal@thrivent.com.