

How to Access your Chapter Roster

Email chapters@nace.net to assign who can download your chapter roster. Each chapter can assign the rights to download the roster to two (2) leaders.

1. Log in to www.nace.net. Upon login, you will be redirected to your account profile page.
2. Locate and click the link for **Chapters and Committees** in the left navigation menu.
3. Locate and click on the name of your chapter.
4. Click **Download Roster**.

As always, please keep in mind that your member roster is to be used for NACE business only. It is not to be repurposed, copied, sold, or redistributed to third parties. We expect all chapter boards to treat member information with the utmost respect for members' privacy. When you are no longer serving in a position on the chapter board which requires roster access, your access will be removed.

Thank you again for your service as a chapter leader. Please email chapters@nace.net for assistance.