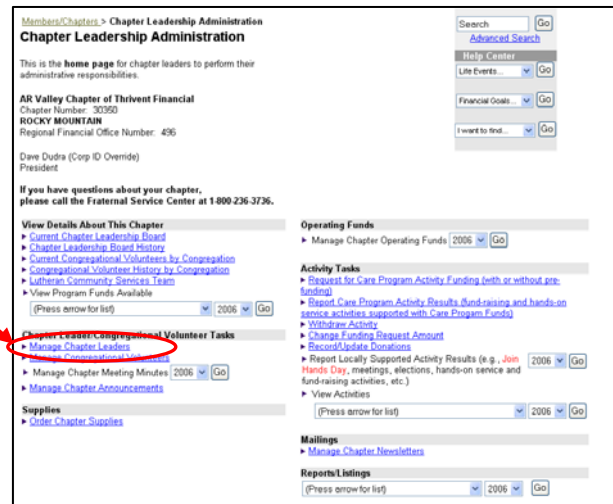


Reporting Chapter Leadership Election Results

Step-by-step guide for chapter leaders

STEP ONE – Access Chapter Leadership Administration

1. Go to www.thrivent.com > MyThrivent and log in at the blue box on the upper right. Under MyChapter, click on **Chapter Leaders Only**.
2. This is the **Chapter Leadership Administration Menu**. Click **Manage Chapter Leaders**.



IMPORTANT:

- Complete Step 2 (below) to report current chapter leaders who are re-elected or re-appointed into the same leader position for the next year.
- Complete Step 3 (on page 2 of this guide) to report new chapter leaders or current leaders who are re-elected or re-appointed into a different leader position for the following year.

STEP TWO – Report current chapter leaders reelected or reappointed to the same leader position for the next year.

1. On the Manage Chapter Leadership page, click **Extend Term** next to the current leader's name.
Note: Only one chapter leader term can be extended at a time.

Position	Name	Term Dates	Sig. Card		
President (Elected)	Alvin A Schafer schafer2@centurytel.ne	Begin Date: 01/01/2011 End Date: 12/31/2011		Update E-mail	Extend Term
Vice President (Elected)	James A Thompson thoms@yahoo.co	Begin Date: 01/01/2011 End Date: 12/31/2011		Update E-mail	Extend Term

2. On the Extend Current Chapter Leader Term page, review the information for accuracy. Then click **Extend**.
3. A screen message will appear saying, "The leader position was successfully extended."
4. On the Manage Chapter Leadership page, verify that the leader is displayed in both the Current and Future Leaders sections.

Reporting Chapter Leadership Election Results (continued)

STEP THREE – Report new chapter leaders or current leaders who are reelected or reappointed to a different leader position for the next year.

1. On the Manage Chapter Leadership page, click **Add Leader**.

2. On the Add Chapter Leader page, type the Customer ID* and click **Check Membership**. Information about the leader will be displayed for verification. ***Note:** *The Customer ID can be obtained from the leader or from your Chapter Member Listing. A leader can obtain their ID by calling the Member Connection Center at 800-847-4836.*

Step 1: Verify Customer ID
Enter the Customer ID of the member elected or appointed to a Leadership Position. Information about the member will be displayed for verification.

Customer ID:

3. If the person shown is correct, click **Continue**. If not, verify the Customer ID and click **Check Membership** again.

4. Select the leader's position using the dropdown arrow, type the date the term begins, and verify or type the leader's email address.

Note: *All chapter-related communications will be sent to the Thrivent email address unless a Fraternal email address is entered.*

IMPORTANT: The Financial Director, Records Director and Thrivent Builds Chapter Specialist leader positions require Internet and e-mail access. Either a Thrivent email or Fraternal email address must be listed for these chapter leaders or the system won't accept the entries.

Add Chapter Leader
This screen is used to add leaders to the chapter board.

Eastern IL Chapter of Thrivent Financial
Chapter Number: 30635

Assign Leadership Position
Marcie K Flasch
3223 Crestview Dr
Appleton, WI 54915-2877

Select a position and enter the date the term begins. If necessary, enter/update the e-mail address.

Position: Assistant Financial Director

Term begin date: 01/01/2006

Thrivent e-mail: marcie_degroot@aal.org

Fraternal e-mail: marcie@yahoo.com

If the person shown above is correct, click Continue. If this is not the correct member, verify the Customer ID and click Check Membership again.

5. Click **Save and Add Another** to add another leader, or click **Save** after the last entry. A screen message will be displayed confirming the previous entry. You can click **Cancel** at any time to stop. You will only lose the last entry made.

6. After the last entry, review the Manage Chapter Leadership page to verify that your additions were entered correctly. **Note: Future leaders are listed at the bottom of this page.** To cancel the term of a future leader, click the **Cancel** button for that leader. Then click **Cancel Term** from the Cancel Chapter Leader page.

STEP FOUR – Appoint or re-appoint chapter advisory positions and enter into system.

The newly elected board enters appointed positions (advisors and/or Thrivent Builds chapter specialists). For those being re-appointed to the same position, the **Extend Term** feature (see **STEP TWO**) can be used before Jan. 1. See **STEP THREE** (above) for entering newly appointed leaders or those changing to a different position.



For more information see CHIP at www.thrivent.com > Chapters and search on 'elections'.

Questions? The Member Connection Center staff is available to help. Call **800-THRIVENT** (800-847-4836) and say "fraternal" when prompted, or send an e-mail to fraternal@thrivent.com.