Instructions:
New Chapter Management Tools

With our new chapter management tools, chapter officers can now update officers on their own and view/pay invoices for members of their chapter. This guide will walk you through the steps.

Please note that you will NOT be able to access these features if you aren’t already an officer of your chapter. You may have one of your fellow officers update you or you may contact membership@nsbe.org for assistance.

Adding/editing chapter officers:

1. Log into your NSBECONNECT account (connect.nsbe.org).

2. Navigate to My Group→Chapters→My Chapters (if you do NOT see the “Chapters” option under “My Groups,” you are not an officer of your chapter).
3. You will see your chapter name and your officer position. Click on the chapter name (if this is incorrect, please contact membership@nsbe.org).

4. Click on “Manage Officers”
5. Click “Add Officers”

6. Enter the ID or email address of the individual you wish to add and search (their full name will automatically appear in the “Officer Full Name” box once the system has located them).
7. Enter their start and end dates, then select their role. Click “Create New Officer” when you’re finished.

8. You will see the individual you added in your list of officers.

9. To remove an officer, click the box in the “Remove” column, then click “Remove Selected Officer(s)”

10. The individual(s) will be removed from your officer list.
Viewing/paying invoices for chapter members:

1. Log into your NSBE CONNECT account (connect.nsbe.org).

2. Navigate to My Group→Chapters→My Chapters (if you do NOT see the “Chapters” option under “My Groups,” you are not an officer of your chapter).

3. You will see your chapter name and your officer position. Click on the chapter name (if this is incorrect, please contact membership@nsbe.org).
4. Click “Pay for Chapter”

5. You will be directed to a page where you can see ALL open invoices your chapter members have. If you do NOT see an individual you were expecting on this list, they either have no open invoices (i.e. all their invoices have been paid) or they are not an active member of your chapter. Click on the check box under the “Select” column to choose the invoices you wish to pay (please be sure you verify the date of the invoice with the owner).
6. Input your credit card information below, then click “Make Payment”