

# Searching for New and Renewing ACP International Members on our Website

Log onto ACP International's site [www.acpinternational.org](http://www.acpinternational.org)

Choose Members World

Choose Networking

You will then be prompted for your user name and password

Your user name is your email address, in all lower case. Your password is acp.

Choose "Online Directory"

When you first open the page, it shows you the fields that you can search on. Choose the chapter you prefer.

You can scroll down on this page and tell the computer how you would like to sort through this membership listing. There are many possible fields to search on ranging from last name to chapter to ICC Certification to Chapter Position.

You will then see a sentence that says: "Limit Search by Join Date" with a box next to it. Check this box so that there is a check mark present. Please note: If this box is not checked, you lose the ability to search for renewing and new members.

The next option says, "Limit to" and if you click on the box next to it, it will give you the options of Any, New, or Renew. This is the section that allows you to search for only new members or to search for only renewing members. Or, by choosing "Any" you can search for both.

The next section is dedicated to Start Date and End Date. This is the date that the member joined ACP International or renewed their dues. Choose the month and year that suit your needs.

The very last option allows you to choose how you would like the list to be sorted when you view it. You can choose from many different options such as by last name, company, and many others. Choose the one that works best for you from the list.

When you are finished sorting through the list, hit the Search button located at the bottom of the page.