

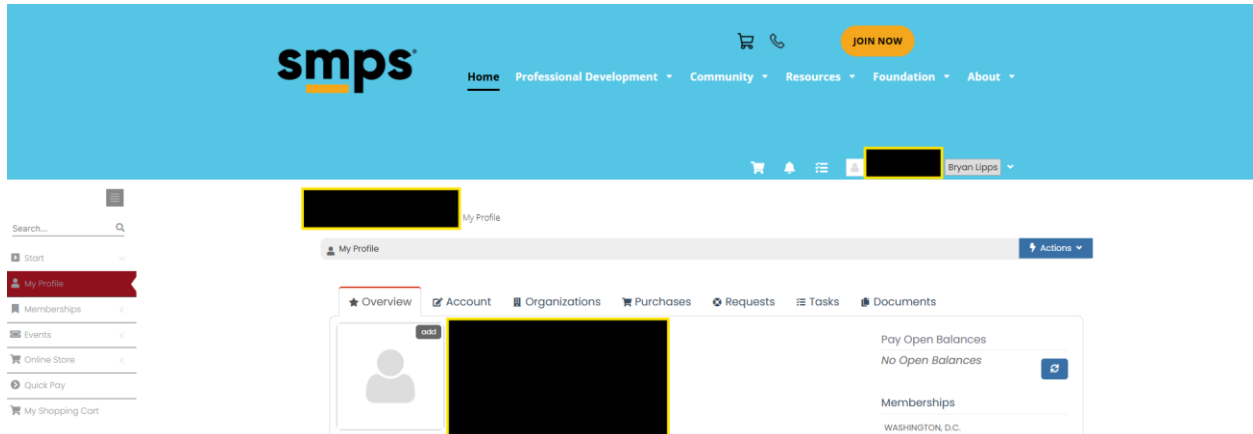
## Re: Members Chapter Query Access (formerly Extranet)

July 2025

1. [Login](#) using your primary email address and password. If you have not logged in since June 16, 2025, you may need to reset your password.

A screenshot of a login form on a dark blue background. At the top right is a blue circular help icon with a white question mark. The text 'Login to your account' is in white. Below it, the instruction 'Enter your email and password below to login.' is also in white. There are two white input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon and a toggle eye icon. Below the password field is a checkbox labeled 'Remember Me'. A green 'Login' button is positioned to the right of the 'Remember Me' checkbox. A horizontal dashed line separates the login section from the password reset section. The password reset section also has a blue circular help icon. It contains the text 'Forgot your password?' and 'Click here to reset your password.', where 'here' is a blue link. Another horizontal dashed line follows. Below this, the text 'Don't have an account yet?' is shown, followed by a blue link 'Create an account.'. At the very bottom, the copyright notice '© 2025 - SMPS' is displayed in white.

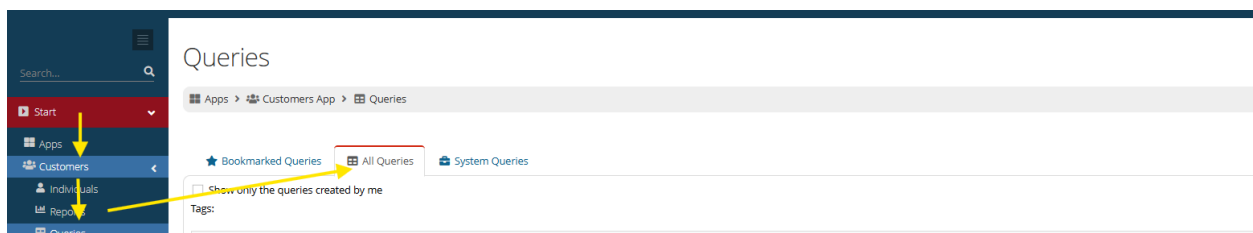
2. Once logged in, by default you land into My Profile (Re:Members).



3. Within My Profile > Account (body tab), one can update contact or education details, change password and so much more. Or in Overview (body tab), one can see recent activities and renew membership, to name a few.

**AND you can access chapter queries via the left-hand margin “Start” link.**

4. Begin at Start > Customers > Queries > All Queries



5. Three queries are available today, with more to follow.

#### Active Member Roster:

- Displays all categories (members, students, life, comp, transfers)
- Includes people with past expiration dates + <grace period (60 days) too.

#### New Member Roster:

- Search by date range
- Complementary to the HQ's new member welcome message (login credentials to SMPS.org and Launch into Learning messaging), chapters will be able to identify and conduct immediate welcome outreach too.

#### Expiring Member Roster:

- Search by date range
- Proactively identify members who have expired or will expire soon, and compliment HQ's email renewal reminders by conducting phone outreach.

For all queries, in the upper right-hand corner, leverage "Show 10 per page" dropdown choices and "Export" to CSV or PDF.

Need help logging in or does a staff person need access? Or do you have query questions or feedback, or have additional query needs? Please email us at [membership@smps.org](mailto:membership@smps.org).