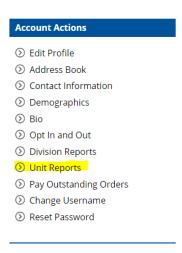**How To Pull Unit Reports**

1. Sign into your CEC account here: https://info.exceptionalchildren.org/User-Home

2. Once Signed in, Under Account Actions Select Unit Reports

Account Actions

- ⊙ Edit Profile
- ⊙ Address Book
- ⊙ Contact Information
- ⊙ Demographics
- ⊙ Bio
- ⊙ Opt In and Out
- ⊙ Division Reports
- ⊙ Unit Reports
- ⊙ Pay Outstanding Orders
- ⊙ Change Username
- ⊙ Reset Password

3. Select the Report you want to run and then fill in the necessary information. If you want all member types you do not need to select member type and it will pull all of your members

Select Your Report:

- ⚪ **CEC Individuals that have Joined**
- ✅ **CEC Individuals that have Renewed**
- ⚪ **CEC Individuals that have Expired**
- ⚪ **CEC Individuals that have Returned**
- ⚪ **CEC Individual Active Member List (w/Grace Period)**

Enter Parameters For Selected Report:

Unit Category: *	DC
Member Category:	Individual Member
Member Type:	- Select -
From: *	11/1/2021
Through: *	11/30/2021

Select Your Output:

- ⊘ Export to Excel 2007 xlsx

4. When you are ready to pull the report, you need to click the Print Now button at the top of the screen

Unit Report Tips

1. The red asterisk means that entry is required.
2. The boxes at the top of the section are buttons. Once you enter your values into the fields, select the PRINT NOW or SUBMIT NOW.
3. If your export does not open automatically, then you can find the report in the VIEW LIST area.
4. Running means the report is still running and you should wait until it has completed. You will need to click the Refresh option to get the updated status.
5. If you need to rerun the same report consecutively, you will need to off select the report by selecting another or reload the page.
6. To clear previous run reports from the VIEW LIST, just select the applicable reports or select all and then select Refresh. If you don't see the report clear right away, your browser may have cached the page. It should be clear the next time you visit this page.
7. **NOTE:** Member Category below displays Company Members as an option, but CEC has no company members, and the option cannot be removed from the list.

If you have any questions or any problems with the reports please email bmeyers@exceptionalchildren.org or breynolds@exceptionalchildren.org