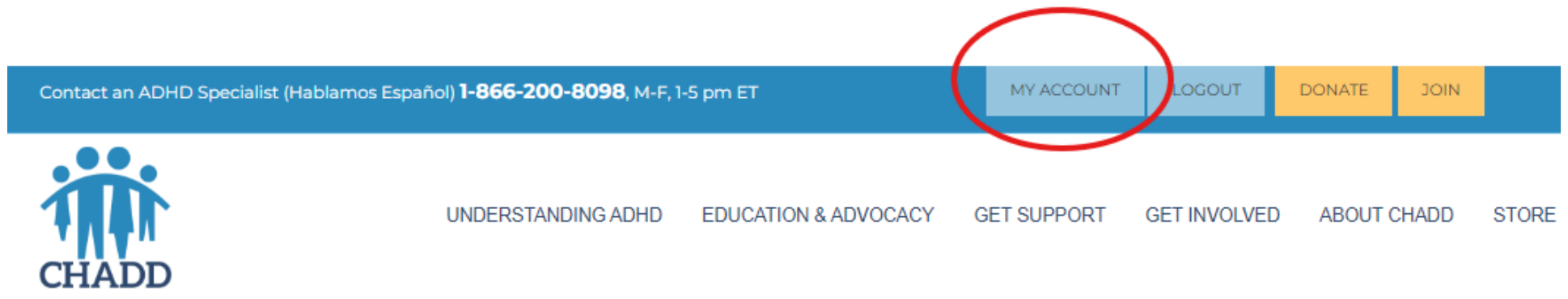




SUBMITTING FINANCIALS THROUGH THE CHAPTER PORTAL

1. To access the online upload feature, log into your membership account at [CHADD.org](https://www.CHADD.org). Once logged in, select “My Account.”



Welcome, Jeanne Hoffman

YOUR MEMBERSHIP IS CURRENTLY ACTIVE. [DETAILS](#)

Please wait while we complete your login.

If you are not shortly redirected to a new page, please [click here](#) to complete the login process.

Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)

CHADD does not endorse products, services, publications, medications, or treatments, including those advertised in any CHADD publications, webinars or podcasts.

2. You will now see your account home page. Scroll down to the green portion of your account page and select the yellow button **UPLOAD HERE** under the “Financial Reports Upload” heading as seen below.

Chapter Portal

CHADD Chapter Websites
Each local CHADD group has a website that must be updated regularly. Please log in and edit your website with the information provided to you by CHADD National.
This login takes you to the administration of your chapter's website information (update your meeting dates, times, etc.) You were provided with your Chapter ID and password when you first started volunteering for CHADD. If you need help, please contact us.
WEBSITE LOGIN

Volunteer Leader Center
CHADD has created a library of applications, brochures, policies, forms, and other helpful resources for local CHADD volunteers. If you would like to see something added or have trouble finding what you are looking for, please contact the CHADD chapter services department at Chapter_Services@CHADD.org.
Order Materials Online
VIEW DIRECTORY

CHADD Chapter Reports
View member contacts within your local CHADD Chapter.
VIEW REPORTS

CHADD Leadership Forum
As leaders in the CHADD community, we are all in this together — and this forum is the place for us to “officially” share with each other, privately, respectfully, and constructively!
CONNECT NOW

Virtual Support Group Calendar - Under Construction
Members throughout the country and internationally are searching for virtual support groups hosted by local chapters. Increase visibility in your area and support individuals without a local chapter in their area by adding your virtual support group events to our National calendar.

Financial Reports Upload
Upload your bank statements and reconciliation report to send to the Chapter Services Manager. Label the files with chapter code, chapter name, and the corresponding fiscal year and quarter (such as FY25-Q1).
UPLOAD HERE

3. Once you click the yellow button, select the “Upload a new file” link.

Welcome, Jeanne Hoffman |
YOUR MEMBERSHIP IS CURRENTLY ACTIVE. DETAILS

Your uploaded documents

Upload a new file

4. When possible, combine your financial reconciliation report, receipts, and corresponding bank statements into one file before uploading it to your portal.

Always include the fiscal year, chapter code, chapter name, and the name of your file.

Provide a brief description of what the file includes. Click “Choose File” to upload the file from your computer and then click “Submit.”

When finished you will see the document successfully uploaded in your portal.

Please note, if your CHADD membership has lapsed, you may be unable to use the upload function.

Welcome, Jeanne Hoffman

[YOUR MEMBERSHIP IS CURRENTLY ACTIVE. DETAILS](#)

DOCUMENT NAME: *

FY25-Q1 OH614 CHADD Ohio Financials

COMMENTS:

This document includes the reconciliation report and the bank statements corresponding to the 3-month reporting period of the quarter.

UPLOAD FILE *

[Choose File](#) FY25-Q1 OH614... Financials.xlsx

SUBMIT