



**INTERNATIONAL
CODE COUNCIL®**

People Helping People Build a Safer World®

Chapter Data Information Guide



Chapter Officers can access the My Chapters area by logging on to the ICC website at <http://www.iccsafe.org/MyICC> and clicking on the “My Chapters” link on the left side navigation box. If you do not have an ICC account or do not remember your ICC login, please contact Member Support at 888 422-7233, ext. 33804.

The screen will look like this:

Home > My ICC

My Chapter(s) | Karla Higgs

Bldg Officials Assn of Lower AL - View/Update Chapter Details



Primary Contact: Karla Higgs
900 Montclair Rd
Birmingham, AL 35213-1206

Chapter Website: www.iccsafe.org

Illinois TEST Chapter - View/Update Chapter Details

Primary Contact: Karla Higgs
900 Montclair Rd
Birmingham, AL 35213-1206

Chapter Website: www.iccsafe.org



SAVE™ Sustainable Attributes Verification and Evaluation Program
One Resource—Multiple Green Rating Systems

Click on the **View/Update Chapter Details** link to be redirected to the next screen which will allow you to see information currently on file for your chapter. The screen will look like this:

Home > My ICC

My Chapter(s) | Bldg Officials Assn of Lower AL | Karla Higgs

Primary Contact Information | [Edit](#)

Chapter Member Number: 5245449

Primary Contact: Karla Higgs
900 Montclair Rd
Birmingham, AL 35213-1206

Chapter Mailing Address:
Route 1, Box 100
Jemison, AL 35085

Chapter Website: www.iccsafe.org

Chapter Annual Report Information | [Add Annual Report](#)

Contact Name	Add Date	
Argo Benny	05/22/2012	Pending - Edit

Education Benefit

Status	Quantity Available	Date Posted	Date Available	Date Used
Expired	0	08/29/2011	2012	
Expired	0	08/29/2011	2012	

Conference Registration Benefit

Status	Quantity Available	Date Posted	Date Available	Date Used
Expired	0	08/29/2011	2011	
Expired	0	08/29/2011	2011	

Chapter Officers | [Add](#)

Position	Name	Edit My Profile	Edit	Primary Contact
President	Karla Higgs		Edit	
2nd Vice President	Tim Kung		Edit	
Secretary	Deborah Dison		Edit	
Treasurer	Benny Argo		Edit	

Chapter Liaisons

Future Chapter Meeting Dates | [Add](#)



Meeting Date(s)		Edit
test		Edit
test		Edit
Membership Meeting Date(s)	test	Edit
Meeting Date(s)	test	Edit

Chapter Miscellaneous Documents (Bylaws | Roster) | [Add](#)

Document Type	File Name	Date	Edit
Meeting Agenda	ICC 2012- test.doc	12/04/2012	Edit
Other	test17.txt	08/09/2011	Edit
Bylaws	test_04.pdf	07/11/2011	Edit

Chapter Meeting Request | [Add](#)

Meeting Title	Meeting Date	Meeting Contact	Edit
Chapter ABM TEST	12/08/2012	Benny Argo	Edit
test 500	01/10/2012	Benny Argo	Edit
test 1	12/15/2011	Benny Argo	Edit
test	12/14/2011	Benny Argo	Edit
test	12/14/2011	Benny Argo	Edit
test	09/09/2011	Benny Argo	Edit

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The following is a brief overview of the My Chapters page. Complete step-by-step instructions on how to complete a full review of your Chapter information follow this section.

Please note: By completing and submitting your Annual Report online, you will automatically update your Chapter Officer information, meeting dates, etc.

If you wish to visit your “My Chapters” area more often to update your Chapter information, such as following an election, you may do so. Only the Chapter Annual Report, due by August 15, is required of each year in order to qualify for full benefits.

Primary Contact Information – The President, Secretary, and Executive Director will receive all Chapter communications from ICC. Therefore, it is essential to keep this information current.

Chapter Officers – Add, delete or move officers from one position to another. Review your officers’ contact information. You may update your own contact information only. **If another Officer’s contact information is out-of-date please contact them and ask them to visit our website to update his/her contact information or have them contact [Member Support](#) for assistance at 888-422-7233, ext. 33804.**

Chapter Liaisons – Each chapter is assigned an ICC Board Liaison and an ICC Staff Liaison. To send an e-mail to your Board or Staff Liaison, click on your contact’s name.

Future Chapter Meeting Dates – Add upcoming meetings or edit this information. Each Chapter should have an election/installation month, an Annual Meeting date/month and a list of regular membership and Executive board meeting dates/times.

Chapter Miscellaneous Documents (Bylaws | Roster) – Allows you to upload and store typical chapter documents such as By-Laws, Member Roster, meeting agenda, registration forms, etc. Quick Tip: To upload a document to your Chapter Annual Report, upload it here on the My Chapter page first, before you complete the Annual Report form. We suggest saving your documents with Chapter and date-specific file names such as “MBOA2013Bylaws.doc” rather than a generic file name like “Bylaws.doc” to avoid getting an error message that the file already exists.

Chapter Meeting Request – Request the attendance of ICC Board Members or Senior Staff for your Chapter meeting events. When submitted from your My Chapters page, staff will be notified via email and should contact you within 10 business days to confirm your submission.

Chapter Annual Report Information – Submit your Chapter Annual Report any time of year, though it is due by August 15 in order for the Chapter to receive all its benefits. Once the report is completed it will show up on your Chapter Profile page and you will have the opportunity to print out a hard copy for your records. Information in the report is considered pending until staff has reviewed and processed the changes.

Complete your review now...The following steps represent a typical review of your Chapter records and should be conducted by an officer of the Chapter several times per year, especially after elections:

Step 1: REVIEW your list of officers to confirm that you have the correct individuals listed for Past President, current President, Vice President, Secretary, Treasurer and Education Chairperson. You can list as many officers as you wish.

Step 2: REVIEW each officer's CONTACT INFORMATION to see that it is current by selecting EDIT and then the LOOK UP button to the right of the officer's name. If another officers contact information needs updated please let them know. If **your** contact information needs updating, you can do so now by choosing EDIT.

Step 3: To ADD a NEW officer, click ADD and search for the officer's name by entering the person's last name, then first name, no comma needed. If the individual is already in our system, a list of possible matches will automatically pop up. Select the record that matches the officer's information. Next, choose the officer's position, then click SAVE. The new officer will be added to the list on the My Chapters page.

NOTE: If the individual you are trying to add is not found, follow the instructions shown on the screen to "click here." You will be re-directed to the ADD INDIVIDUAL screen where you can enter the individuals name, then click SAVE. IF YOU ADD A NEW OFFICER please have them contact us to set up their account.

Step 4: To MOVE an officer from one position to another, click EDIT, select the new position from the drop down menu, and click SAVE.

Step 5: To REMOVE an officer who has left the Chapter, click REMOVE. A box will appear, choose SAVE to complete the action.

Step 6: To upload a chapter document, click ADD and follow instructions to attach your document.

Step 7: To add or update existing meeting dates, click ADD or EDIT.

Step 8: To complete a Chapter Meeting Request or Annual Report, click ADD.

Visit your chapter page as often as you like to maintain your Chapter information. Encourage other officers to visit often to keep their contact information up to date.

Need help? Contact members@iccsafe.org, 888 422-7233, ext. 33804 or chapters@iccsafe.org, 888 422-7233, ext. 5268 Karla Higgs.