

You will be required to submit your November Report using the CLMS software. Please follow these instructions. If you have problems, do not hesitate to call or email me. The best time is early evenings. I can be reached at 731-336-4104.

1. Open your membership software.
2. From the member screen, select the “Reports” button on the upper left corner(green button)
3. Under “Report Category” select Grand Lodge.
4. On the right side of the page select “Grand Lodge November Membership Report”
5. **DO NOT CLICK THE GREEN “CLICK TO CONTINUE” BUTTON LOCATED IN THE YELLOW AREA AT THIS TIME.** At the bottom of the page, select the “Report” button. After selecting, it may take a minute or two for the report to generate. Be Patient and wait for it.
6. Directly above the report, select the Printer Icon (located next to the small X icon) This will print the report for your inspection. After printing, select the “close preview” icon(small X next to print icon)
7. Inspect the figures on the printed report to verify that they are correct. If they are not, close the window (bottom right, “Close”) Go in to your records and make any corrections that need to be made. When complete, redo steps 1-6
8. You should reprint your report for your records. When you are satisfied that the figures are correct, click the green “Click to continue....” Button in the Yellow field.
9. After clicking the green buttons, follow the instructions as directed. Most windows will be yes or ok.
10. Look closely at the report to insure that it is also correct. Be sure to ck the box at the bottom of the report certifying that you are who you are, then select the “submit to Grand Lodge now” button. If your submission is accepted, you will get a “Thank You” screen and you are finished.