

State Council and Chapter Compliance Submission Guidelines and Instructions

The State Council and Chapter Portal is a functional tool that allows state council and separately incorporated chapter leaders to submit and manage their required compliance submissions. Use the following instructions and guidelines to help you navigate uploading your state council's compliance documents. A step-by-step video is also available and located in the Learning Library in the state and chapter portal.

Required compliance documents, as stated in ENA Policy and Procedures, to be submitted annually by state councils and separately incorporated chapters include:

- State Council budget (final board approved) – Dec. 31
- State Council current bylaws – Jan. 31
- State Council current policies – Jan. 31
- Annual report – Jan. 31
- Form 990 copies – Sept. 15

Individuals with access to upload compliance documents include the state council and separately incorporated chapter **president, president-elect, secretary, treasurer and immediate past president.**

Uploading compliance documents

1. **Log in to your Membership Portal Personal Snapshot**, scroll to the bottom, and select your state council or chapter portal link.
2. Select the **State Council Compliance tab** and you will see the compliance years listed.
3. Select the circle next to the **compliance year** you are providing documents. **Select NEXT.**
4. The next screen will show the document list – **do not select, click NEXT.**
5. The following screen will open a navigation pane for your network device, navigate to the file(s) you wish to upload, select that file then **select OPEN.**
6. A pop-up screen will appear with the update progress of the selected file. Once complete, **select DONE and NEXT.**
7. You will then be back to the list of documents. **Check the compliance document you uploaded and select NEXT.**
8. The next screen will display the message, “Your documents have been uploaded and corresponding checkboxes have been updated on record.”
9. Click “End Process” or “Restart” and you will return to your portal landing page. You can double-check your upload by selecting the compliance year, and you will see the box or boxes checked for what you uploaded.

If you upload an incorrect document, contact componentrelations@ena.org with the document name to be removed.