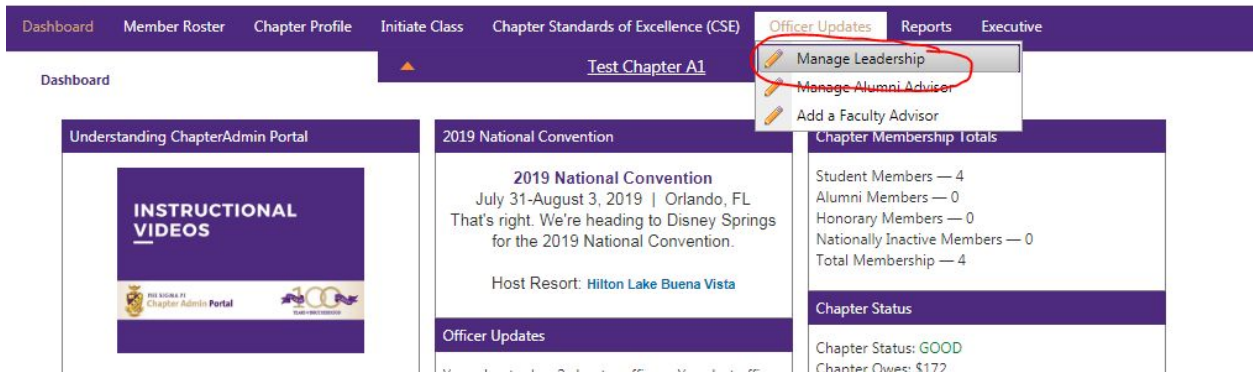Instructions for Chapter Officer Information Updates
To view this form's due dates go to: phisigmapi.org/duedates

Log in to: chapteradmin.phisigmapi.org
Select "Officer Updates" > "Manage Leadership"

Start the 5 Step Process

Step 1: Read through the Directions and this click "Continue".

Step 2: Select the Positions that need to be updated and the click "Continue".

Step 3: Click "Find a Member" to locate the name of the incoming officer for the respective positions.

Next select the date of their first day in office and then click "Continue".

Step 4: Type in your name and date as it appears on the bottom and then click "Continue".

Step 5: Print the receipt and confirmation page for your records.

You are finished.