**Quick steps to accessing and downloading Member and Community Associate eRosters**

The eRosters can be accessed at this url: [**https://erosters.acs.org/erosters/Verify**](https://erosters.acs.org/erosters/Verify)

Below are instructions for accessing and downloading the following eRosters:

* Full Membership Roster
* Activity Roster
* Demographic Report
* Student Chapters Report
* Community Associates Report

If you have not yet registered a [**www.acs.org**](http://www.acs.org/) account, please register today. Your ACS member number, which can be found on your member card or address label of C&EN, will be required to verify you as a designated eRosters user.

At [**www.acs.org**,](http://www.acs.org/) click the circle of yourself  and select **Manage Account** to log in. On the My Account page, select **My Applications** (in the gray menu area). A list of your applications will be presented. The eRosters application will be in this list, click on the eRosters **Visit** button and this link will open the eRosters application. On the Terms and Conditions for Listing Electronic Rosters page, enter your ACS member number and click the Accept button. The downloadable eRosters file links will be presented.

* create eRoster folder
* save the Text (txt) file
* open Excel
* go to File tab
* scroll down to Open
* find the txt file
* open the txt file
* you will see a text wizard
* click “next”
* on top left, check “comma”, then next
* click finish
* file will automatically format the txt file within Excel

Questions or problems regarding the eRosters should be reported to [**rosters@acs.org**.](mailto:rosters@acs.org)

Difficulty accessing the eRosters should be reported to [**rostersit@acs.org**](mailto:rostersit@acs.org) with a brief description of what is occurring and, if possible, include a screenshot.

Thank you.

Carol Payton ([**olsa@acs.org**](mailto:olsa@acs.org)) Member Programs & Communities

3/6/2018