

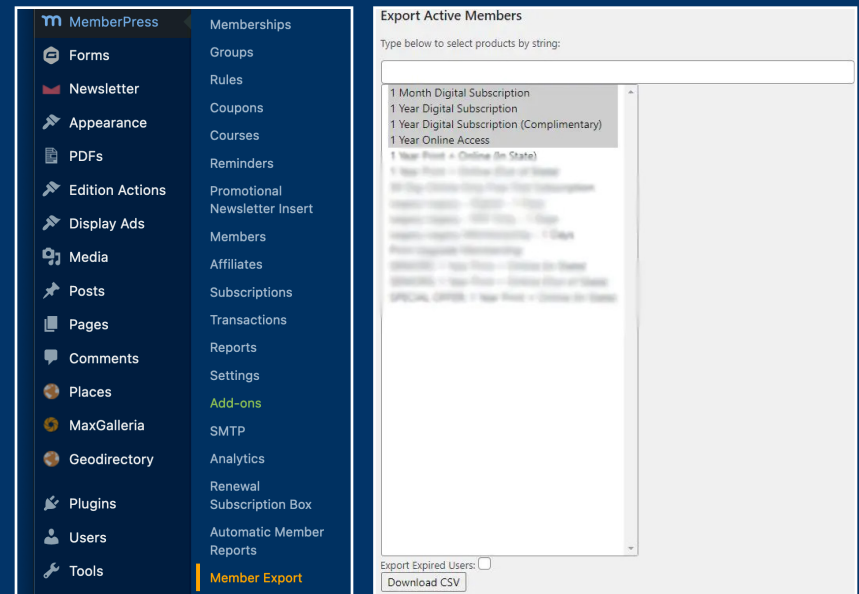


# Collate Online Subscription Numbers from MemberPress

## Annual Statement of Ownership, Management, and Circulation

1. Log into the dashboard on your website
2. Navigate to MemberPress -> Member Export from the menu.
3. Choose all of the "Digital Only" or "Online Only" memberships used on your website.

However, you should not include any "Print + Online" or combo memberships, since those print subscribers have already been included in the print subscriber statistics in your report.  
(Tip: Hold the "CTRL" key on your keyboard to select multiple memberships from the list at once time.)
4. Click the Download CSV button at the bottom of the page to export a .CSV file containing all of your active digital subscribers.
5. Open the .CSV file in your spreadsheet editor (Excel, Google Sheets, etc.).
6. The row count minus 1 (for the Header row) represents your total number of electronic subscribers.



If you need any help retrieving this data for your Statement of Ownership, Management and Circulation, please don't hesitate to reach out to us via email at [ops@our-hometown.com](mailto:ops@our-hometown.com).

This Statement of Ownership, Management, and Circulation must be published, i.e., it must be printed in an issue that's primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly; or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue that's primary mailed distribution is produced after October 1 for all other publications.