

Pay your Colligate Chapter's Annual Dues: A Step-by-Step

Step 1 - Sign In

- Go to: muphiepsilon.site-ym.com
- Click "Sign in" in the top right corner of the webpage.
- Type in your chapter's account username and password and click "sign in." **Please note it is very important to be signed into the chapter's master account and not your personal account. Chapter presidents should have received their chapter's log in credentials via email. If you have not received your chapter's account information please contact the IEO.**
- You may select "remember me" if you would like your computer to keep you logged in. Only select this option if you are using a personal computer.

Step 2 - Select Notifications

- During your initial log in, you will be prompted to select various forms of notifications. We recommend you keep the default settings so critical Mu Phi Epsilon information is not missed by you or your chapter.

Step 3 - Renew Your Membership

- After you save your notification settings, you should be at your "My profile page." You will see personal contact information, and a prompt to "Renew Your Membership Now" at the top of the page. *If you are not seeing this page, please click "My Profile" in the top right of the page.*
- Click "Renew Your Membership Now."
- You will be prompted with a pop-up asking you to update your profile.
- Fill in the correct information on this page. Make sure the contact information you are using is current, and you can be reached through the phone/email that is provided.
- **Under the "Chapter Information" section on this page, put your local chapter affiliation (i.e. Alpha Beta, Delta Upsilon, etc.) in the "Organization" line. This is very important.**
- For the "website" line, feel free to put your local website or public Facebook page.
- Under the "Additional Information" section, select your chapter from the drop down bar.
- In the next line, "Number of Collegiate Members," put the number of current members in your chapter excluding any initiates from the current semester (*for example: My chapter has 22 members and initiated 7 members this semester. I would put down 22 in this line*).
- Click "Save Changes."

Step 4 - Payment

- Under the "Membership Information" section, select both the "Convention Fee" and "Insurance Assessment." These fees are not optional.
- Under the "Member Information" and "Billing Information" confirm that all information is accurate and up to date.
- In the "Payment Information" section, you will see your grand total and the option to pay via debit/credit card or check. If you select "check" please mail it immediately to the IEO.
- Click "Submit Securely."
- You will be prompted with a final pop up confirming your amount and payment method. Click "Yes" if the amount and method of payment are correct. Click "No" to make changes.

Step 5 - View Invoice

- You will be taken to a "Thank You" page.
- Select the "View invoice/receipt" to review your payment information.
- Print a copy for your records by selecting "Print."
- If you selected "check" as your form of payment, mail it to the address listed at the bottom of the invoice.