

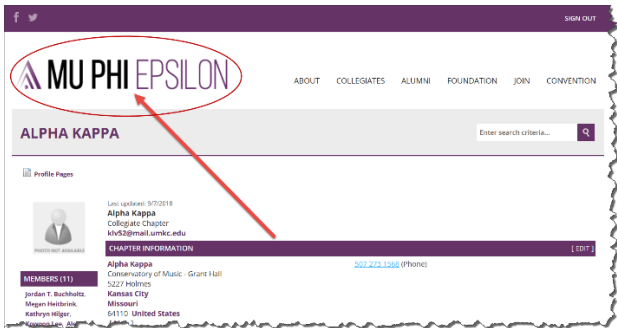

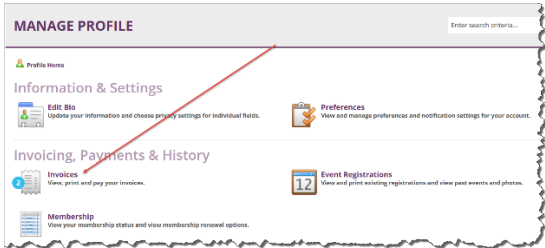
COLLEGIATE DUES COLLECTION PROCESS

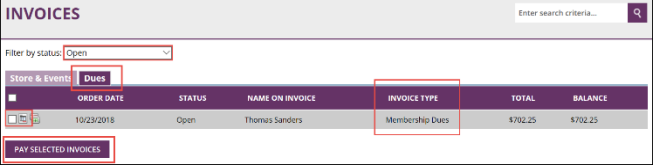
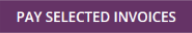

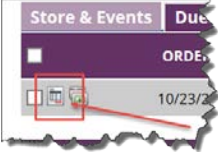
Collegiate Dues are collected annually in the fall with the due date of November 1. Following are the instructions for the chapter treasurer, or designated chapter member, for reporting and paying dues.

NOTE: If you have additional questions after going through this document, please contact IEO via email at executiveoffice@muphiepsilon.org

WARNING: Please do **not** pay your dues until you have collected all the chapter dues possible before November 1. **This is a one-time process.** When you have paid your on-line dues, you will still be able to pay for any remaining members using the Late Dues form.

PAYING DUES

<p>Signing On</p>	<p>Log into the Mu Phi Epsilon website using your CHAPTER id and password. Do not attempt to pay chapter dues through an individual member profile.</p>
<p>Accessing Chapter Profile</p>	<p>From the Chapter profile page, click on the Mu Phi Epsilon logo in the upper left corner of the screen.</p>  <p>Scroll down on the next screen to the MY PROFILE column and in that column, select Manage Profile</p> 
<p>Managing Profile</p>	<p>Under the Invoicing, Payments & History heading on the MANAGE PROFILE page, click on Invoices</p> 

<p>Invoices</p>	 <p>The screen should default to the Filter by status: Open. If not, select Open from the drop down selections.</p> <p>For paying Chapter Dues, click on the Dues tab.</p> <p>Click the box for the Membership Dues, under INVOICE TYPE.</p>
<p>Payment by Credit Card</p>	<p>Select PAY SELECTED INVOICES </p> <p>Enter the Credit Card information in the appropriate fields. Confirm that the pre-populated fields are accurate.</p> <p>Click SUBMIT SECURELY </p>
<p>Payment by check</p>	<p>If paying by check, make a copy of the invoice to include with the mailed payment.</p> <p>Click on the print icon to open and print a copy of the invoice. Close the invoice to return to the payment screen.</p>  <p>Mail a copy of the invoice with the payment to the address indicated on the bottom of the invoice.</p>