

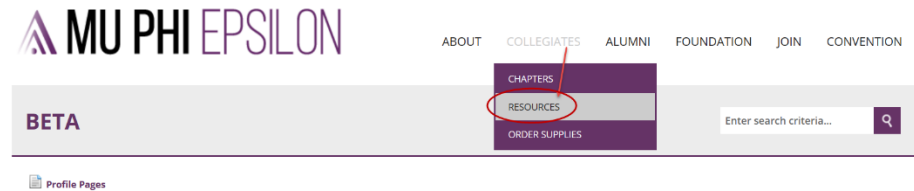
INITIATION PROCESS

CHAPTERS

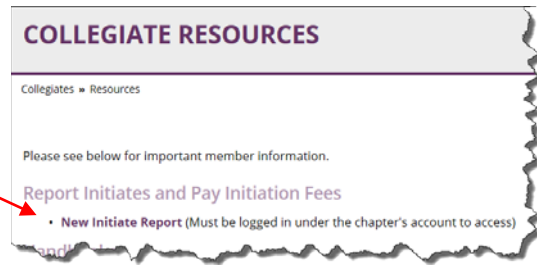
Collect \$100.00 from each new initiate, ideally at least 2 weeks prior to planned initiation.

Log into the Mu Phi Epsilon website using your Chapter's profile. (Your chapter ID is the chapter name and the password is sterling1903, unless it has been changed by your chapter)

From the dropdown selections under **COLLEGIATES**, select **RESOURCES**



From the **COLLEGIATE RESOURCES** page, select **New Initiate Report** under Report Initiates and Pay Initiation Fees.



Note that you **MUST** be logged in under a chapter account, not an individual account.

Follow the directions on **THE NEW INITIATES REPORT** page

1. Click on the link to open the New Initiate Spreadsheet. (You may get an additional message at the bottom of your screen asking what you want to do with the spreadsheet. Select Open)
2. When the spreadsheet opens in the Excel application, select Enable Editing if that option appears at the top of the screen on a yellow bar. If that option does not appear, you may proceed with entering your new initiate information.
3. Complete all the columns for each new initiate. (Column A through column M)

A	B	C	D	E	F	G	H
Email_Address	First_Name	Middle_Name	Last_Name	Name as it should appear on certificate	Home_Address_Line1	Home_Address_Line2	Home_City
president@muphiepsilon.org	Rosemary	Kay	Ames	Rosemary K Ames	13 Travis Drive		Framingham
collegiateadvisor@muphiepsilo	Jenny	Kay	Smith	Dr. Jennifer K Smith	1913 Dana Ct		Irving

When the spreadsheet is complete for all your new members, **SAVE** the spreadsheet by doing a SaveAs.

- Place the spreadsheet in your New Initiates folder
- Rename the spreadsheet (Example: *New Initiates, April 30, 2018*)

Return to the New Initiates Form page and complete the * fields.

School Name *	<input type="text" value="University of North Texas"/>
Chapter Name *	<input type="text" value="Phi Tau"/>
Contact Name and Email *	<input type="text" value="Sophie Sophomore sophie.sophomore@brilliant.edu"/>
Shipping Address *	<input type="text" value="1234 N Harmony Lane
Denton, TX 45678"/>
Initiation Date *	<input type="text" value="4/15/2018"/>
Attach New Initiate Spreadsheet *	<input type="text" value="C:\Users\Rosemary\Desktop\New_Initiate_Spreadsheet.xlsx"/> <input type="button" value="Browse..."/>
<input type="button" value="SUBMIT"/>	

School Name	your university or college name						
Chapter Name	do not use Mu Phi Epsilon as your chapter name						
Contact Name and Email	enter both items and do not assume we would know your name from just your email address. Enter both items!						
Shipping Address	enter a secure email address where badges and certificates will be sent. If packages are generally left on a porch or outside a door, that is not a secure address!						
Initiation Date	if you are initiating your new members in two sessions on different days, submit a separate form for the 2 nd date.						
Attach New Initiate Spreadsheet	select the Browse button and attaching your saved spreadsheet. <i>Note: your form will NOT be accepted without this spreadsheet attached.</i>						
	<table border="1"> <tr> <td>Attach New Initiate Spreadsheet *</td> <td><input type="text"/></td> <td><input type="button" value="Browse..."/></td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="SUBMIT"/></td> </tr> </table>	Attach New Initiate Spreadsheet *	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="SUBMIT"/>		
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<input type="button" value="SUBMIT"/>							
SUBMIT							

CHECKOUT

There are two steps to complete in Checkout. After submitting your New Initiates Report, you will automatically be routed to the Online Store: Fees page.

ITEM OPTIONS

Scroll down to see Item Options and enter the number of new initiates.

The number you enter should correspond with the number of names you entered on the spreadsheet

Enter the initiation date in the box below.

Select **ADD ITEM**

ITEM OPTIONS

Price:
\$100.00

Quantity:

Please enter the number of initiates above. This number should correspond with the number included in the chapter's New Initiate Spreadsheet. Please provide initiation date below:

Please enter your response below: * 245 (of 255 characters remaining)


ADD ITEM

YOUR CART

If you entered the incorrect number of new members on the previous page, you have the option to change it here.

The total due now reflects the number of new members listed.

Select **CHECKOUT**

QTY.	PRODUCT	PRICE	
<input type="text" value="2"/>	 Initiate Fee 11/13/2018	\$200.00 (\$100.00 each)	Remove Item
<input type="text" value="Apply Promotional Code"/>		<input type="button" value="Update Price"/>	
		SUBTOTAL: \$200.00	
Clear Entire Cart		Total: \$200.00	Recalculate

CHECKOUT (STEP 1 OF 2)

The page will open pre-populated with the name on your chapter profile. You may make any changes here necessary or leave the information as is. This name and contact information becomes the person we communicate with regarding the payment of the invoice.

Make sure that all fields with an * are complete before moving down the page.

The screenshot shows a web form titled "CHECKOUT (STEP 1 OF 2)". At the top right, there is a search bar with the placeholder text "Enter search criteria" and a magnifying glass icon. Below the title, it says "Main Storefront" and "Cart (2)". A message reads: "Please enter your address and billing information in the form below." The form is titled "RECIPIENT INFORMATION" and contains the following fields: "First Name:*" with the value "Ian", "Middle Name:" (empty), "Last Name:*" with the value "Wiese", and "Suffix:" (empty). There is also an "SSL SECURED" badge on the right side of the form.

PAYMENT INFORMATION

Select a Payment Type.

<p>Check/Money Order</p> <p>Payment Type: <input checked="" type="radio"/> Check/Money Order <input type="radio"/> Credit Card</p>	<ul style="list-style-type: none">• A Check/Money Order payment will be credited paid when the check is received at IEO. This could delay the sending of badges until the payment is received.• Check the box to indicate that the billing address will be the same as the recipient information above• If the billing address is different from the address above, do not check the box and make changes as needed.• NOTE: the badges will be mailed to the address submitted on the New Initiate Form. The Billing address can be different and is for billing purposes only.
<p>Credit Card</p> <p>Payment Type: <input type="radio"/> Check/Money Order <input checked="" type="radio"/> Credit Card</p>	<ul style="list-style-type: none">• A Credit Card payment will automatically be paid, and badges and certificates will be ordered within 24 hours• Complete the credit card information required• Check the box to indicate that the billing address will be the same as the recipient information above or make changes as needed• If the billing address is different from the address above, do not check the box and make changes as needed.• NOTE: the badges will be mailed to the address submitted on the New Initiate Form. The Billing address can be different and is for billing purposes only.

PROCEED TO CONFIRMATION >>

Select **PROCEED TO CONFIRMATION**, step 2 of the Checkout process.

The next screen will show you a summary of your order. Check the quantity and names for accuracy.

Click the **Complete Order** button.

COMPLETE ORDER

On the **THANK YOU** screen, you may view your Invoice/Receipt.

If you are sending in payment by check/money order, select **PRINT** to print the invoice and enclose with your payment. Send the invoice and payment to IEO immediately!

NOTE:

You will receive an email confirmation whether paying by credit card or check/money order. You also have the option to print the invoice from the email notification.