

## ALUMNI DUES COLLECTION PROCESS


Alumni Dues are collected annually in the fall with the due date of October 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](mailto:executiveoffice@muphiepsilon.org)*

**WARNING:** Please do **not** pay your dues until you have collected all the chapter dues possible before October 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.


### SIGNING ON AS A CHAPTER

One person from a chapter can be designated to maintain the chapter members in the database. This person can be the President of the chapter, or perhaps the Treasurer. In either case, no more than one or two members should ever sign into the database on behalf of your chapter. Consider assigning a member who is comfortable with utilizing technology and the new Mu Phi Epsilon website.

Step	Action
<b>Logging In</b>	<p>Log into your <b>chapter</b> Mu Phi Epsilon account using your <b>chapter</b> login ID and <b>chapter</b> password by selecting the <b>SIGN IN</b> option located at the top right of the screen</p> <p><i>NOTE: Do not use your personal log in. If you do not know your chapter login information, contact IEO</i></p> <div style="text-align: center;">  <p>The image shows two buttons on a purple background. The first button is labeled 'SIGN IN' and is highlighted with a white oval. The second button is labeled 'REGISTER'.</p> </div> <p>You may select “remember me” if you would like to remain logged in. <i>Only</i> select this option if you are using a personal computer.</p>
<b>Select Notifications</b>	<p>After logging in, you will be prompted to select various forms of notifications. It is recommended that you keep the default settings so critical Mu Phi Epsilon information is not missed by your chapter.</p> <p>Select <b>SAVE</b> to keep the default settings.</p> <p><i>NOTE: this option will appear only the first time you log in as a chapter.</i></p>

<b>Renewing chapter membership</b>	<p>Front and center, you will see <b>***Renew Your Membership Now ***</b></p> <hr/> <p style="text-align: center;"><b>*** Renew Your Membership Now ***</b></p> <hr/> <p>Click</p>
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**UPDATE PROFILE**

<b>Update Profile</b>	<p>A pop-up asking you to update your profile will appear. 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 you provide.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ACCOUNT INFORMATION</b></p> <p>Your Personalized URL <span style="float: right;">(create a personalized url)</span></p> <p>Username <span style="float: right;">muncie (change)</span></p> <p>Password <span style="float: right;">(change)</span></p> <p> E-Mail Address * <input type="text" value="muncie@muphiepsilon.org"/></p> <p>Confirm E-Mail * <input type="text" value="muncie@muphiepsilon.org"/></p> <p>Email Preference <span style="float: right;"><a href="#">Manage Email Preferences</a></span></p> <p>Headshot Image <span style="float: right;"><a href="#">Manage Headshot Image</a></span></p> <p><b>ACCOUNT INFORMATION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Password</b></td> <td>IEO can help you better if you do not change the password. If you DO change it, make sure it is noted so future users will have it.</td> </tr> <tr> <td><b>E-Mail Address</b></td> <td>This is the email IEO will use to send notices to the chapter. Make sure it is reliable.</td> </tr> <tr> <td><b>Headshot Image</b></td> <td>Why not add a fun photo of your chapter in action?</td> </tr> </table> <p style="text-align: center;">Make sure the email address is the current one to use for chapter communications. This may need to be updated to the current chapter president’s email.</p> <p><b>CHAPTER PRESIDENT INFORMATION</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>CHAPTER PRESIDENT INFORMATION</b></p> <p>Full Name * <input type="text" value="Mary"/> <input type="text" value="Hagopian"/></p> </div> <p>Enter the name of the current chapter president</p> </div>	<b>Password</b>	IEO can help you better if you do not change the password. If you DO change it, make sure it is noted so future users will have it.	<b>E-Mail Address</b>	This is the email IEO will use to send notices to the chapter. Make sure it is reliable.	<b>Headshot Image</b>	Why not add a fun photo of your chapter in action?
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Chapter  
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## CHAPTER INFORMATION

### CHAPTER INFORMATION

Organization \*

Address \*

Address Cont.

City/Town \*

Country \*

State \*

Postal Code \*

Phone \*

Chapter Website

<b>Organization</b>	The name of your chapter
<b>Address</b>	Use the official chapter address.
<b>Phone</b>	Enter the phone number of the current president, or person IEO can contact regarding chapter business.
<b>Chapter Website</b>	Enter the link to your chapter website if you have one. A link to a Facebook page can also be entered here.

## ADDITIONAL INFORMATION

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Number of dues paying Alumni Members \*

Number of dues paying Lifetime Subscribers \*


Number of Emeritus Members

<b>Chapter</b>	Enter the name of your Chapter
<b>Number of dues paying Alumni Members</b>	Enter the number of <b>regular</b> members that appear on your chapter roster, including new members since April 1 of the preceding year.
<b>Number of dues paying Lifetime Subscribers</b>	Enter the number of <b>life subscription</b> members that appear on your chapter roster.
<b>Number of Emeritus Members</b>	Enter the number of <b>emeritus</b> members

Click **SAVE CHANGES**

**SAVE CHANGES**

**PAYING DUES**

<p><b>Paying Dues</b></p>	<p><b>MEMBERSHIP INFORMATION</b></p> <p>In this section you will see the Chapter fees for the convention and insurance. These are not optional and will be added to the total of your invoice.</p> <div data-bbox="646 426 1416 548" style="border: 1px solid black; padding: 5px;"> <p><b>MEMBERSHIP INFORMATION</b></p> <table border="0"> <tr> <td>Collegiate Chapter Dues</td> <td style="text-align: right;">\$50.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Convention Fee *</td> <td style="text-align: right;">\$35.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Insurance Assessment *</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Sub-total</b></td> <td style="text-align: right;"><b>\$85.00</b></td> </tr> </table> </div> <p><i>NOTE: Founders Fund will be auto calculated and visible on the final payment screen.</i></p>	Collegiate Chapter Dues	\$50.00	<input checked="" type="checkbox"/> Convention Fee *	\$35.00	<input checked="" type="checkbox"/> Insurance Assessment *		<b>Sub-total</b>	<b>\$85.00</b>
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<b>Sub-total</b>	<b>\$85.00</b>								
	<p>Under <b>MEMBER INFORMATION</b> and <b>BILLING INFORMATION</b>, confirm that all information is accurate and up to date.</p>								
	<p>In the <b>PAYMENT INFORMATION</b> section, the grand total will appear with the option to pay via debit/credit card or check.</p> <div data-bbox="641 882 1393 1113" style="border: 1px solid black; padding: 5px;"> <p><b>PAYMENT INFORMATION</b></p> <p>Payment Amount \$301.00</p> <p>Payment Type* <input type="radio"/> Check/Money Order <span style="float: right;"></span></p> <p style="text-align: center;"><input checked="" type="radio"/> Credit Card</p> <p>Name on Card* <input type="text"/></p> <p>Card Type* <input type="text"/></p> <p>Card Number* <input type="text"/></p> <p>Card CVV Num* <input type="text"/> <small>What is this?</small></p> <p>Exp. Month/Year* <input type="text"/> <input type="text"/> <small>(MM/YYYY)</small></p> <p><b>SUBMIT SECURELY</b></p> </div> <p>Select the method of payment, Check/Money Order OR Credit Card</p> <p>Click <b>SUBMIT SECURELY</b></p>								
	<p>One final pop up will confirm your amount and payment method.</p> <ol style="list-style-type: none"> <li>1. Click <b>YES</b> if the amount and method of payment are correct.</li> <li>2. Click <b>NO</b> if you need to make changes.</li> </ol>								
<p><b>View Invoice</b></p>	<p>Having completed the previous steps, a <b>Thank You</b> page will appear.</p> <ol style="list-style-type: none"> <li>1. Select the <b>View invoice/receipt</b> to review your payment information.</li> <li>2. Print a copy for your records by selecting <b>Print</b></li> <li>3. If you selected <b>check</b> as your form of payment, mail your check <b>and</b> a copy of the invoice to the address listed at the bottom of the invoice.</li> </ol>								