

Dues Payment Step by Step

- ❖ Chapter treasurers should collect all yearly dues by June 30
- ❖ Chapter treasurers **MUST** be sure their information is accurate on the DKG International website
- ❖ Chapter treasurers may start going to the International website to begin the dues paying process after April 1
 - ◆ Sign in; double click on your first name to check your personal information
 - ◆ Select Chapter Connect
 - ◆ (Optional) Click on "Members/Manage" to review current accuracy of chapter members; then return to "Orders/Manage"
 - ◆ Click on Pay Dues
 - ◆ Click the "Manage" button under the Orders column
 - ◆ Select the members for whom you are submitting payment; click the box next to each name
 - ◆ **Verify that all new members are listed. If not, add them so you can pay their dues**
 - ◆ Verify the amounts listed in the box to the right is correct
 - ◆ If not correct, contact DKG International. **Do not** write corrections on the Order Form.
 - ◆ Click on the blue button, "Create Order"
 - ◆ Review all details; if something is incorrect, click the "back" button
 - ◆ If all is correct, check the box that indicates you have reviewed and confirmed data.
 - ◆ After you have checked the box, click the "Submit" button; **REMEMBER** once you click "Submit" you cannot make changes
 - ◆ Once processed you will see a screen with your order number, the amounts to pay to DKG Florida and to DKG International
 - ◆ **Print three (3) copies:** one for your files, one for DKG Florida and one for DKG Int'l.
 - ◆ Submit payment to International
 - Make one check payable to DKG International for the amount listed for International dues on the order
 - Write the Order # on the memo line
 - Mail with a copy of the order to: DKG Society International
12710 Research Blvd., Ste 230
Austin, Texas 78759
 - ◆ Submit payment to DKG Florida
 - Make one check payable to DKG Florida for the amount listed for State dues on the order (**Plus \$1 or \$.20 Scholarship per member**)
 - Write the Order # and your chapter name on the memo line
 - Mail the check with a copy of the order to: Beverly Stagg, Treasurer
7407 Lillie Lane
Pensacola, FL 32526

Original by Judy Kearns, DKG California Finance Committee Chairman, 2017-2019

Adapted by Beverly Stagg, Florida State Organization Treasurer