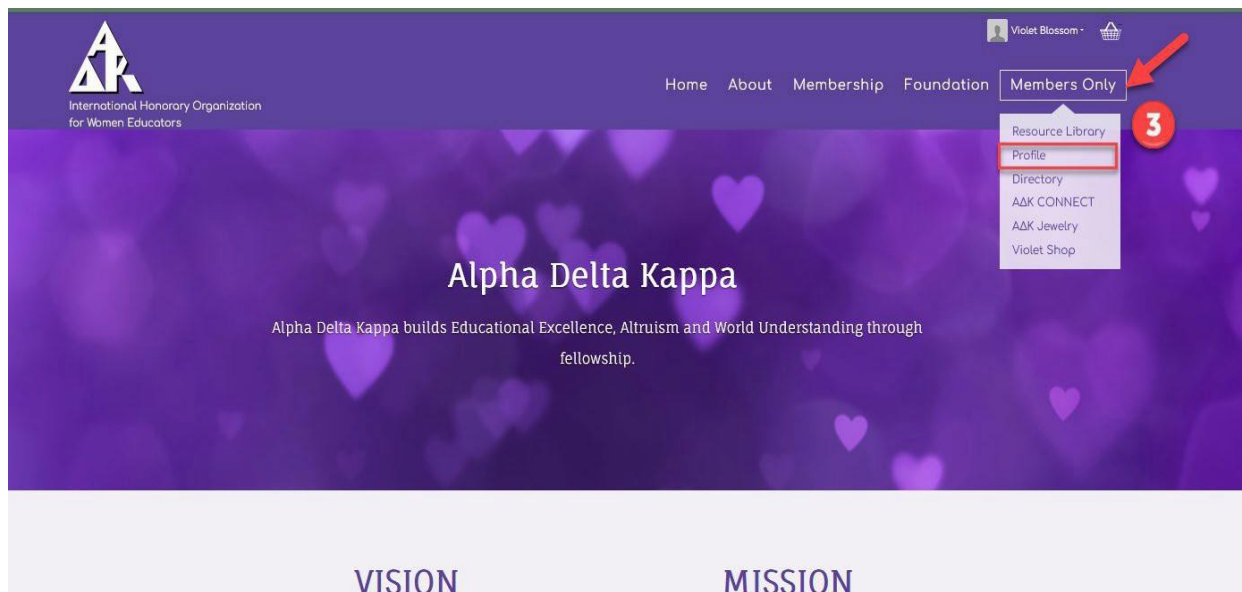
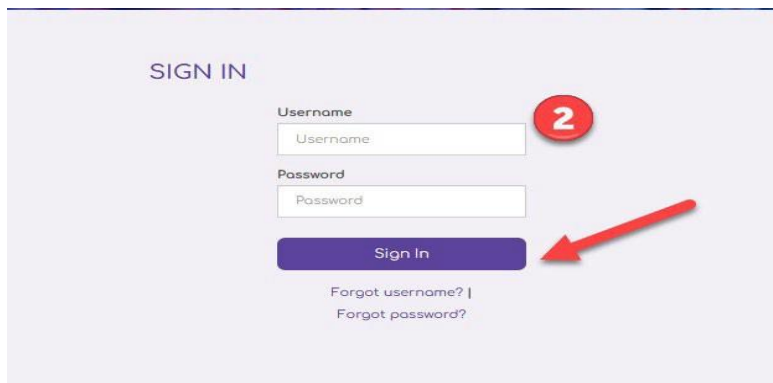
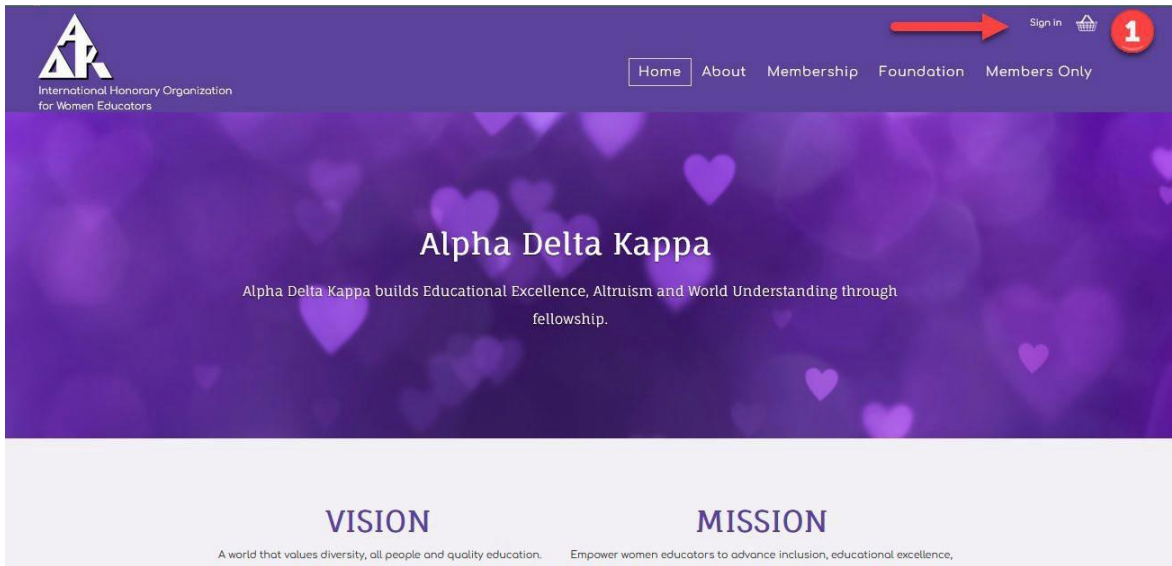


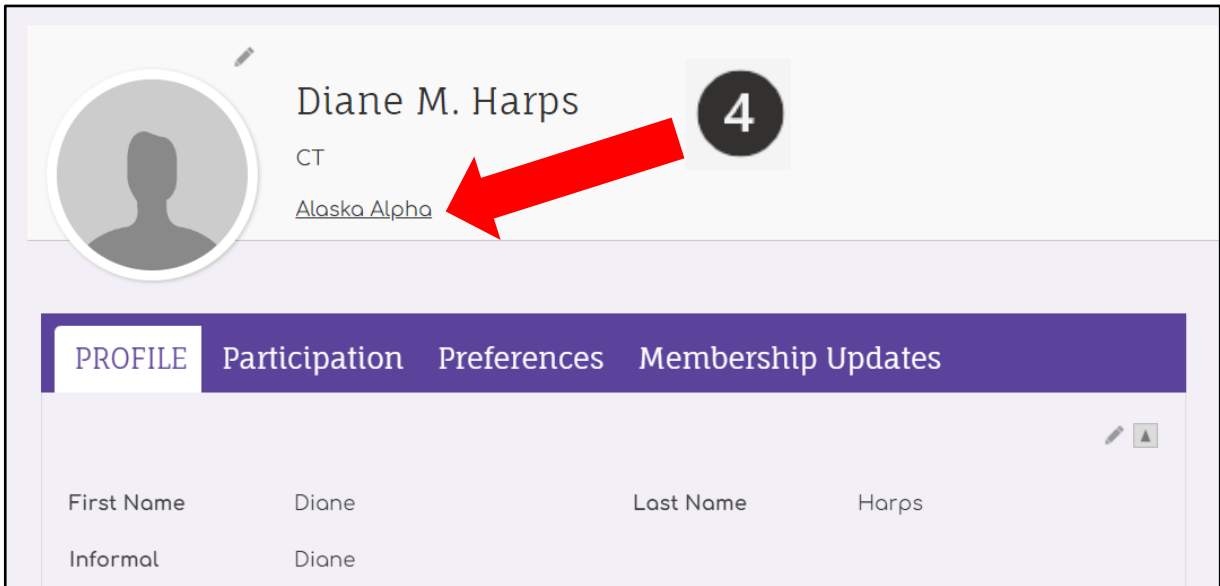
# International Dues Online Payment Instructions for Chapter Treasurers

## Follow the instructions by number on the Screen shots below the instructions

1. Go to [alphadeltakappa.org](http://alphadeltakappa.org) and select sign-in in the top right corner.
2. Sign in
3. Once signed in, hover over Members Only and click Profile.
4. On your profile page at the top under your name is your Chapter Name. Click on this underlined (hyperlinked) Chapter Name to go to your Chapter Profile Page
5. On the Chapter Profile page, scroll down to see the Dues Tracker.
  - a. The Dues Tracker has 2 sections. Chapter Fees/International Teacher Education (ITE) Contribution and Active Member Dues.
  - b. If a member has paid, the Balance will show as \$0.
  - c. The Dues Tracker may be exported if needed. You have 2 options: “Download List” for a quick pdf download; or “Export” if you would like an Excel Spreadsheet. Remember the tracker is live, and updates will not be reflected on exported files. So, check back periodically to review the chapter’s status.
  - d. Select Renew Now to make a payment.
6. Select the checkbox next to the members you want to include in the payment. You may also click the checkbox under the pay button to select or unselect everyone on the list.
  - a. The list in the top corner of the invoice page will keep a count of the number of open balances along with the total amount selected for payment. The ITE payment will be included in the total selected for payment.
  - b. You may ignore the edit and cancel options on the invoice page. This is for International Headquarters admin purposes only and should not be used. If you have questions regarding a member or Balance, please get in touch with Suzie Hannah, Member Services Coordinator, [shannah@alphadeltakappa.org](mailto:shannah@alphadeltakappa.org)
  - c. Click Proceed to Checkout once complete – this takes you to the Shopping Cart.
7. In the Shopping Cart, scroll down to review Transaction Grand Total (this is the amount you are paying). Under Payment Details enter credit card details or select the PayPal button to process the payment. Click Submit Order at the bottom of the page.

**Note: If you prefer to pay by check, please combine your Member Dues and ITE payment in one chapter check. If paying by Chapter check, please “Download List” to print the “Dues Tracker” and highlight the members included in the check payment. Remember the ITE payment must be postmarked by January 1 to earn a Pearl. Mail chapter checks to International Headquarters at 1615 West 92<sup>nd</sup> Street, Kansas City MO 64114.**



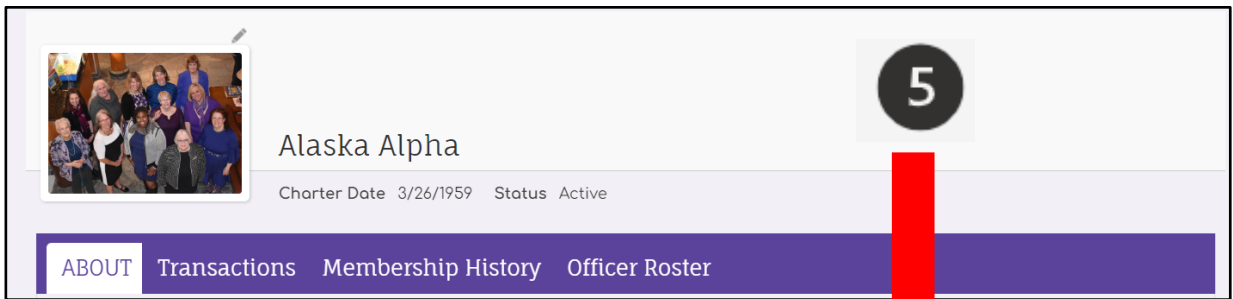


**Diane M. Harps**  
CT  
[Alaska Alpha](#)

4

PROFILE Participation Preferences Membership Updates

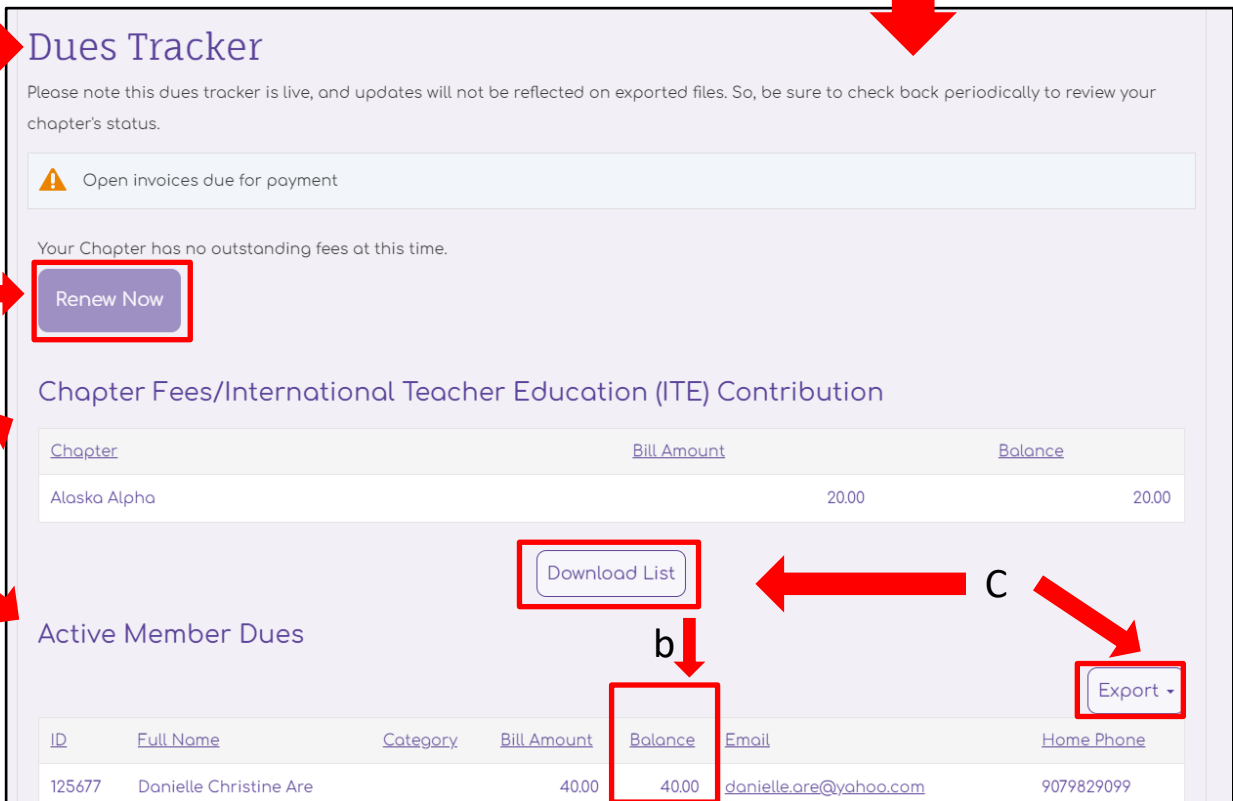
First Name Diane Last Name Harps  
Informal Diane



**Alaska Alpha**  
Charter Date 3/26/1959 Status Active

5

ABOUT Transactions Membership History Officer Roster



**Dues Tracker**  
Please note this dues tracker is live, and updates will not be reflected on exported files. So, be sure to check back periodically to review your chapter's status.

⚠ Open invoices due for payment

Your Chapter has no outstanding fees at this time.

**Renew Now**

**Chapter Fees/International Teacher Education (ITE) Contribution**

Chapter	Bill Amount	Balance
Alaska Alpha	20.00	20.00

**Active Member Dues**

**Download List**

**Export**

ID	Full Name	Category	Bill Amount	Balance	Email	Home Phone
125677	Danielle Christine Are		40.00	40.00	danielle.ore@yahoo.com	9079829099

## MEMBERSHIP RENEWALS - SOUTH DAKOTA DELTA

	Count	Amount
Members with balance due	7	22900
Total selected for payment	7	22900

Show  All  Pay now  Pay later  Cancelled  Search members

6

Pay	Member	Description	Balance Due	
<input checked="" type="checkbox"/>	<a href="#">Joyce Bergan</a>	Membership Fees	40.00	<del>Edit</del> <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">Violet Blossom</a>	Membership Fees	40.00	Edit <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">Barbara E. Erickson</a>	Membership Fees	40.00	Edit <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">Jane C. Fryslie</a>	Membership Fees	40.00	Edit <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">Shirley M. Jacobson</a>	Membership Fees	9.00	Edit <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">South Dakota Delta</a>	Chapter Fees	20.00	Edit <del>Cancel</del>
<input checked="" type="checkbox"/>	<a href="#">Ino Wesche</a>	Membership Fees	40.00	Edit <del>Cancel</del>



B

C

Proceed to Checkout

Continue Shopping

### Shopping cart

#### ITEMS

Item	Quantity	Price	Total
There are no items in the cart			

Update

#### INVOICES

Invoice Number	Description	Balance Due
<a href="#">Cash-SD0104</a>	Renewal Fees	22900

#### CART CHARGES

Invoice total	22900
<b>TRANSACTION GRAND TOTAL</b>	<b>22900</b>

#### PAYMENT DETAILS

Pay with **PayPal**

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Other payment options

\*Bill to