

## Step-by-step for dues and member management

**Log into [www.dkg.org](http://www.dkg.org)--Sign In MY DKG > Chapter Connect (in the red bar) > PAY DUES**

Follow each column down to complete each task.

Pay Dues	Add Member	Transfer Member	Reinstste Member	Manage Member Information
ORDERS	MEMBERS	MEMBERS	MEMBERS	MEMBERS
Click MANAGE	Click ADD/TRANSFER	Click ADD/TRANSFER	Click ADD/TRANSFER	Click MANAGE
Members are in alpha order	Complete as much info as possible	Complete as much info as possible	Complete as much info as possible	Members are listed by ID number
Click box next to member paying dues	Click SEARCH	Click SEARCH	Click SEARCH	Click arrow in LAST Name to sort
Click CREATE ORDER	Success! We did not find a match...	Notice! We found the following possible matches	Notice! We found the following possible matches	Locate the member to update
Review Pending Order	Click CONTINUE CREATING NEW MEMBER	TRANSFER		Update her membership type (Active > Reserve, etc.) or name or address or phone or email
<b>X</b> I have reviewed this new..	Complete New Member Form	Confirm Transfer	Click REINSTATE	Click SAVE
Click SUBMIT	Click SAVE	Note: Transfers are done by the chapter the member is transferring into.	Select membership type from the drop down menu	(Name) has been successfully updated!
Order has been created	return to Pay Dues to post and pay dues		Click SUBMIT	
Click PRINT. Make a 5 copies 1-voucher for check to International, 2-voucher for check to OSO, 3-send with check to International, 4- send with check to OSO, 5-chapter records	Note: New members may be added at any time.	Note: Members may be transferred at any time.	return to Pay Dues to post and pay dues	Click SAVE and CLOSE
Send check. Include order number in memo line			Note: Members may be reinstated at any time. There is not a reinstatement	Note: Send updated email addresses to Editor of <i>The Voice</i>  Note: Membership Type changes (Active > Reserve, etc.) must be made prior to posting dues.

**Send OSO Dues and Fees Payment Report with every order. This form reports scholarship fee and induction fees.**