How to pay members' dues

1. Select "Chapter Portal" from main menu.

Members Only Menu

- 👤 My Profile
- ♥ View My Quartets
- ✚ Create a New Quartet
- ▭ Donate Online
- 🛒 Sweet Adelines Store
- ⛢ Chapter Portal
- 🌐 Region Portal
- 👥 Committee Listing
- 🖥 Request Permission to Arrange
- 🛒 Pay Permission to Arrange
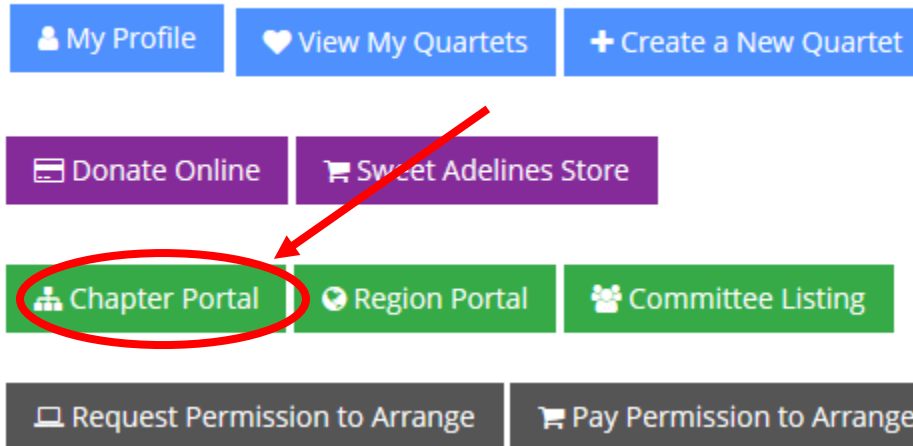
2. You should be directed to your chorus. Select "Pay for Members."

Talk of Tulsa Show Chapter

Heart of America Region 25

- 🗒 Profile
- 🛒 Pay for Members
- 👥 Chapter Members
- ⬇ Download Chapter Members
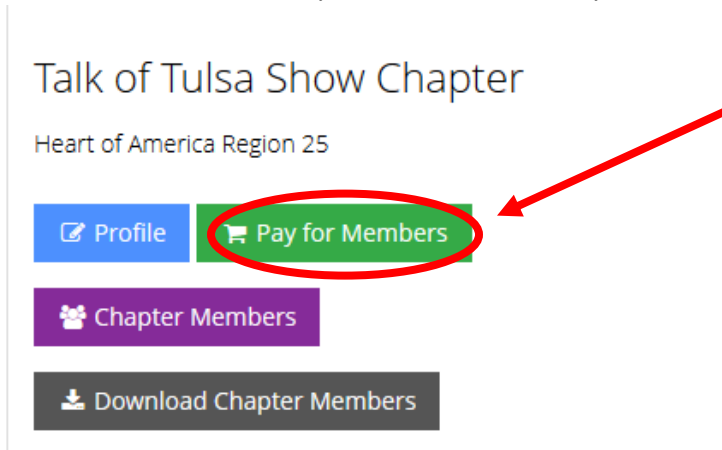
3. Make sure your chorus is in the "Pay For:" section. If you select your name instead of your chorus, you will be only be able to update and pay for your own membership. Click Next.

Select if this payment is for you or your organization.

ℹ Pay For: Talk of Tulsa Show Chapter

4. Under "Select", check each member you want to pay dues for. Only select members who you know are renewing; international dues are nonrefundable. The total price for all membership renewals will auto populate. Click "Pay" once you have selected all the members you want to pay international dues for.
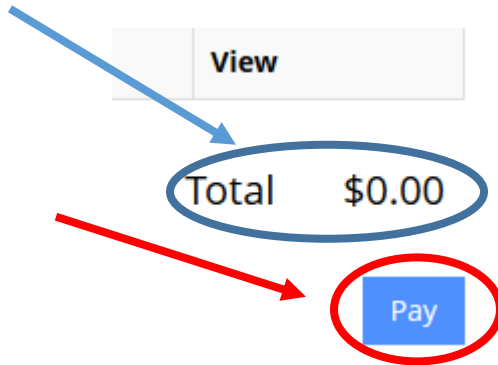
a. Note: This example has no open invoices. No members are selected; the total is therefore $0.00.

open orders/invoices were found.

Select ☐ | Number | Customer

b. When you have selected all members, your total should update. Click "Pay".

View

Total $0.00

Pay

5. You will be taken to the Order Summary page.
    a. Select "Bill to Organization" to charge your chapter. Do not select your own name.
    b. Make sure the billing address matches the address of your payment.
    c. Fill out credit card information.
    d. Click "Submit Your Order."