

INSTRUCTIONS FOR ELECTRONIC DUES PROCESSING

1. Go to dkg.org and click [Sign In](#).
2. Username is six-digit ID number.
3. If you have not set up a password, please contact Ruth Jones or Leslie Black, who will send you information by email.
4. Click [MyDKG](#).
5. Click [ChapterConnect](#).
6. Here you will find Treasurer Training Dues Portal PowerPoints. (You will also note links to the annual report, filing 990n, and others to be used later when you are not processing dues.) After you have viewed Treasurer Training Dues Portal PowerPoints, click [Pay Dues](#).
7. [Pay Dues](#) takes you to Chapter Dues Portal.
8. Click [Manage Order](#).
9. Click box at left of Member ID Number for those for whom you are sending dues. You will note that The New Batch Total amount is accumulating in the box on the right of the names. (If you click the wrong name, you may click again and remove that intended payment.)
10. For new inductees and/or reinstatements, follow instructions in PowerPoints.
11. After you have clicked boxes for all members you are intending to pay at this time and have added names for any inductees and/or reinstatements, click [Create Order](#).
12. Review invoice on the screen. If it is correct, check the box indicating it is correct and print 4 copies (one for International, one for state treasurer, and two to keep in case you lose one). If it contains errors, make corrections before checking the box below.
13. The invoice does not show the \$1 Scholarship Fee or the \$2.50 Induction Fee for new inductees. **Before you write your check to NC State Organization Treasurer, calculate the total scholarship fees and the total induction fees for new inductees. Add this amount to the amount due to the state treasurer as shown on the invoice. In the bottom left of your check, write the Order No. (Example: If you are sending dues for 20 members to the state treasurer and two of those are new inductees, add \$25.00 to the amount on the state invoice.)**
14. Send the check, made payable to NC State Treasurer, to **Leslie Black, 4715 Little Mountain Road, Catawba, NC 28609** with a copy of the invoice.
15. The invoice shows the amount due to International and the address to send the check and copy of the invoice. In the bottom left of your check, write the Order No.
16. You do not have to pay state and international dues for all members at one time. If you create invoices to pay dues for some of the members, names for those you have paid will no longer appear on your chapter list.
17. Please contact Ruth Jones or Leslie Black with any questions.