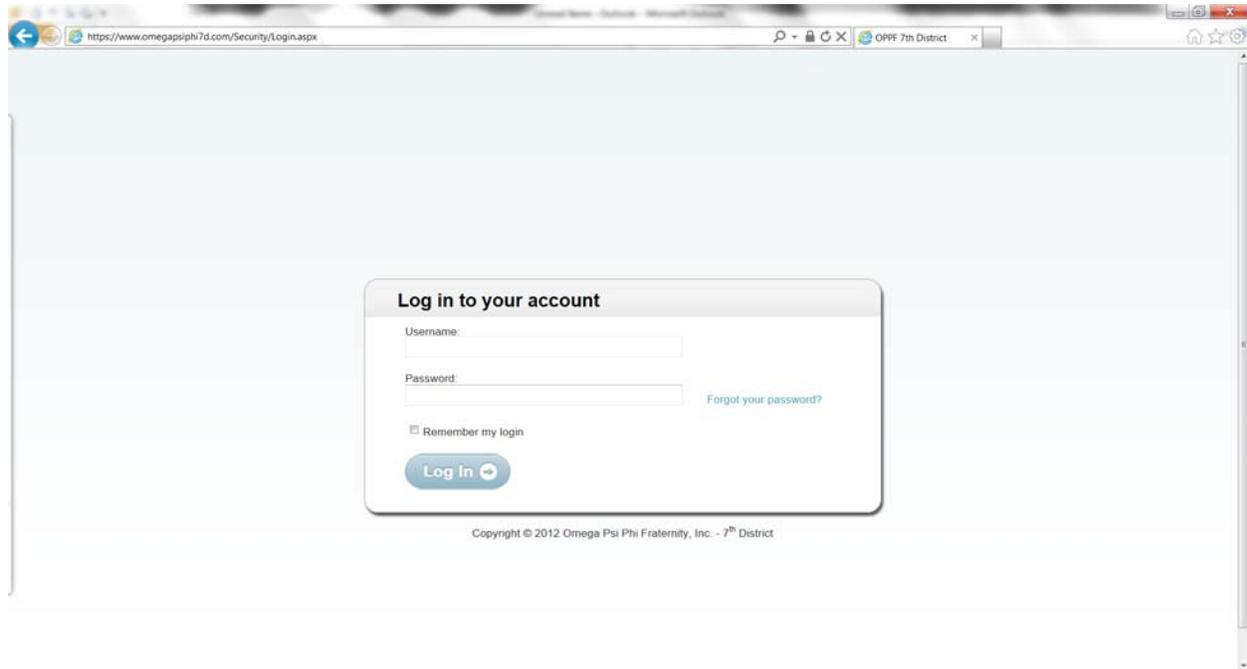
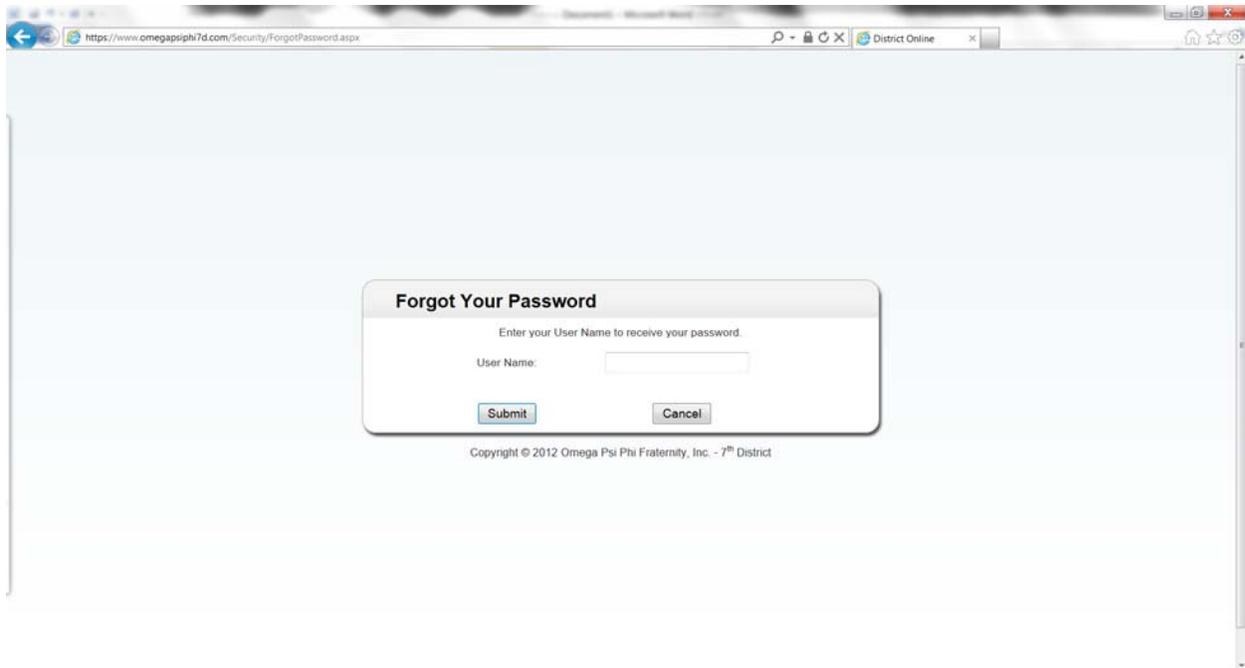


Instructions for 7th District Online Dues Submission

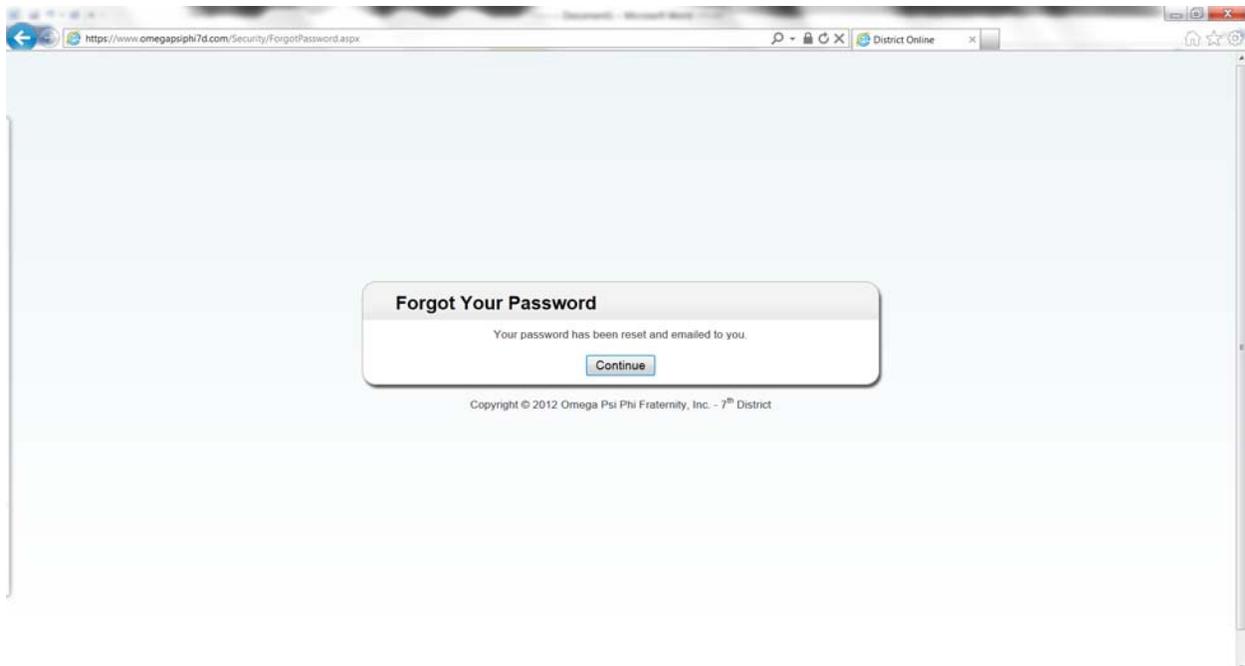
1) From your Internet browser, go to: <https://www.omegapsiphi7d.com>



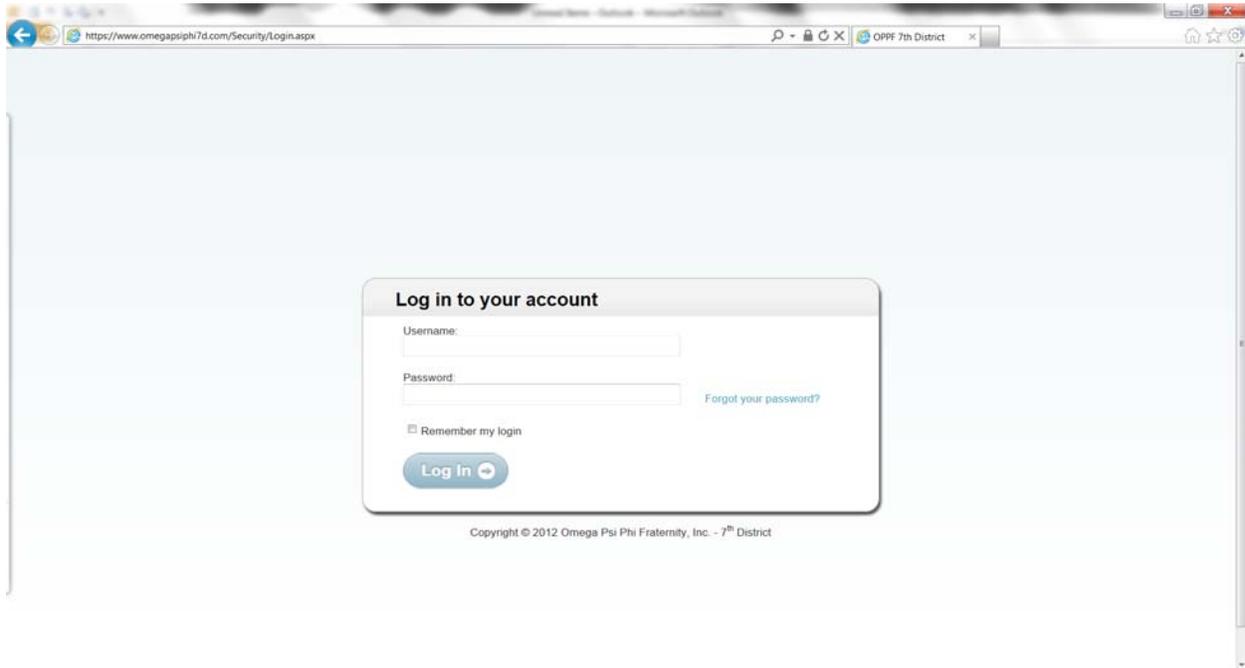
2) Click on the “Forgot your password?” link in the login box.



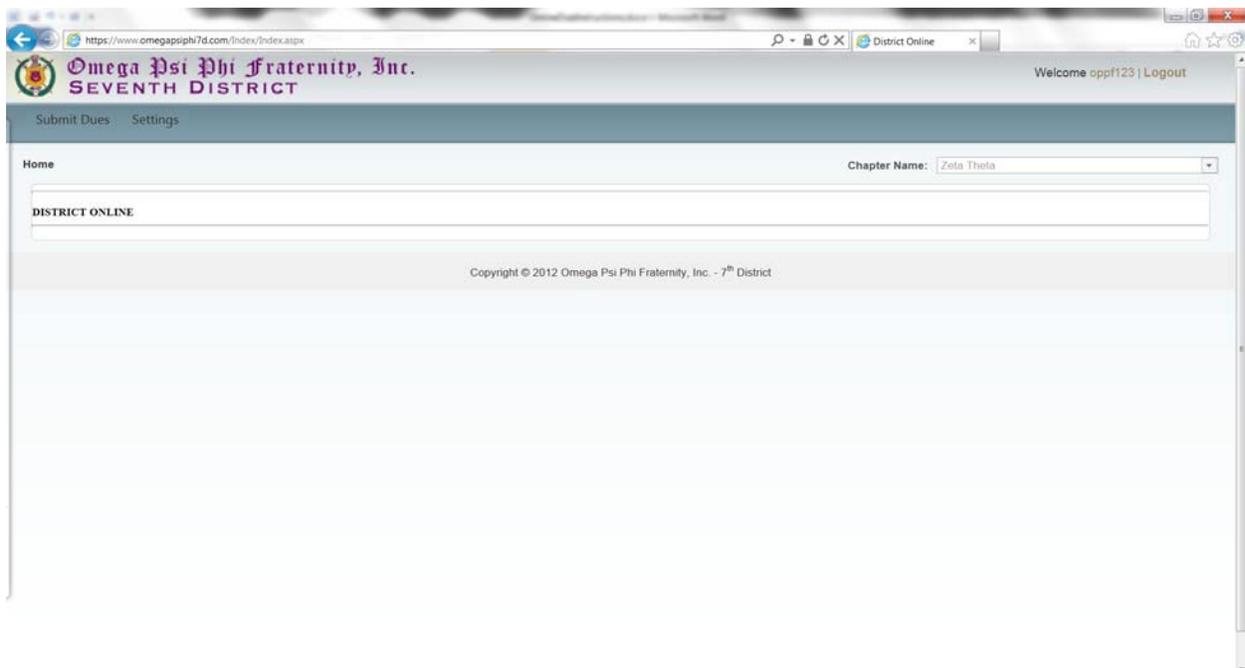
- 3) The “Forgot Your Password” box will be displayed. In the User Name text box, enter ‘opff’ appended by your chapter number. For example, if your chapter number is 000, you should enter ‘opff000’. Please remember this username because this is the permanent username for your chapter. Click the submit button, and an email will be sent to the OPPF email addressed assigned to your chapter. This email will contain your new password.



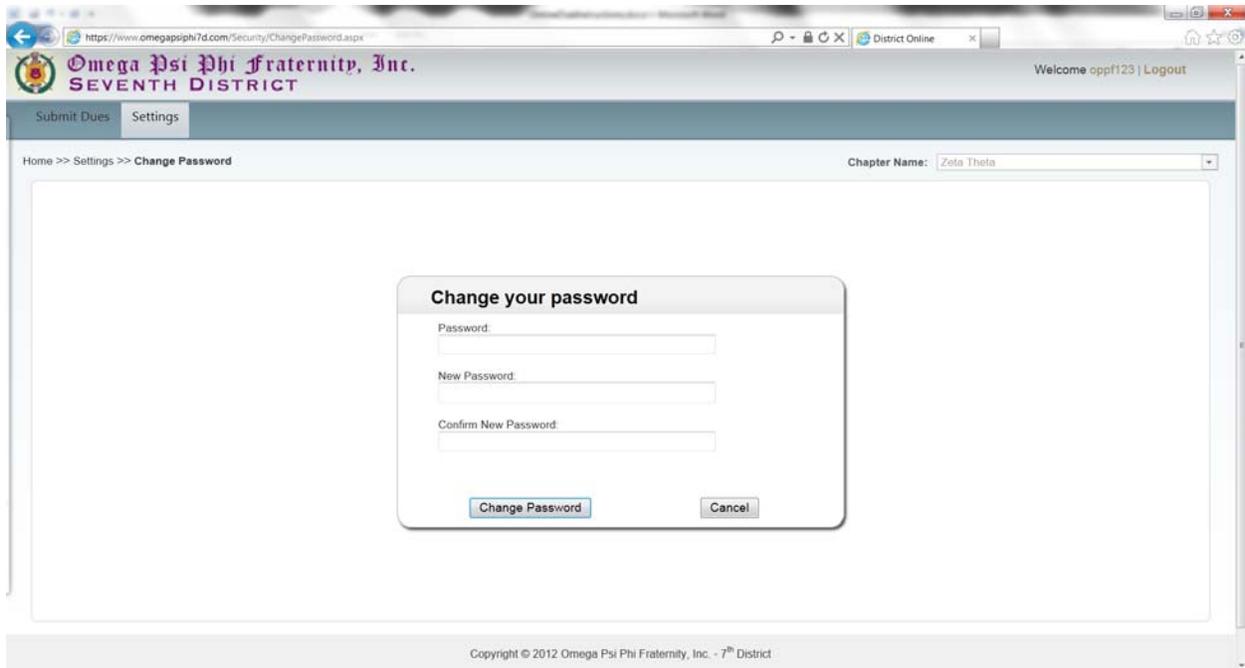
- 4) Click the continue button on the “Forgot Your Password” message box and the login page will be re-displayed.



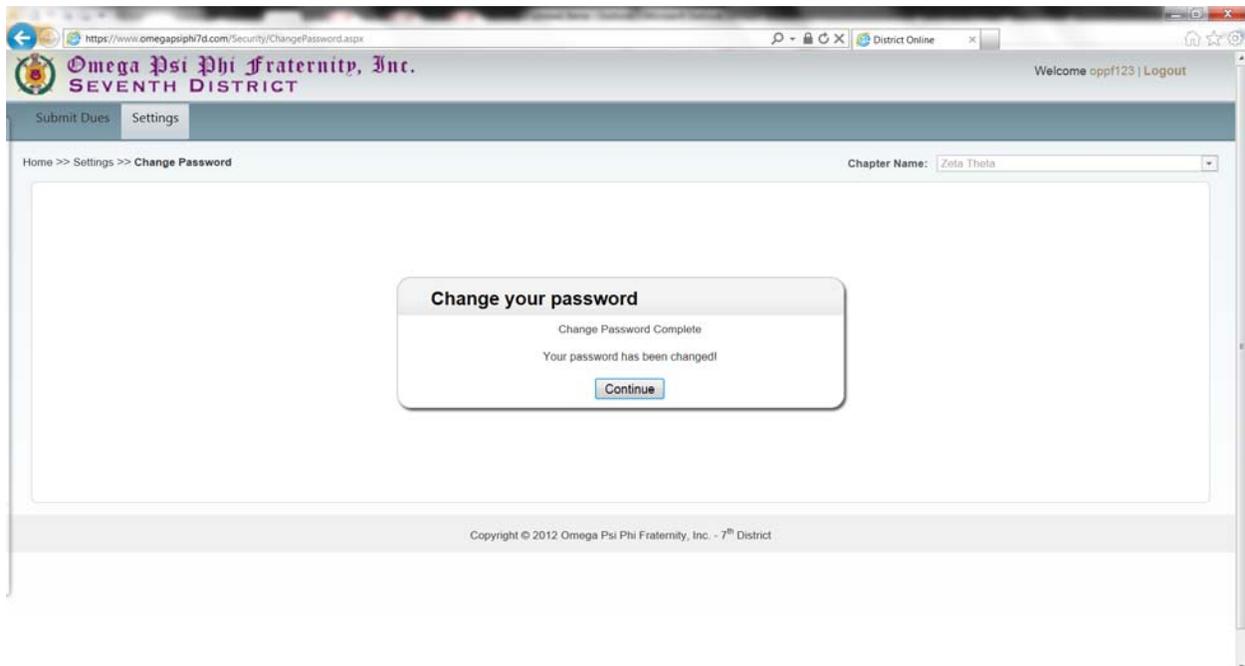
- 5) On the login screen, enter your chapter’s Username and Password then click the “Log In” button.



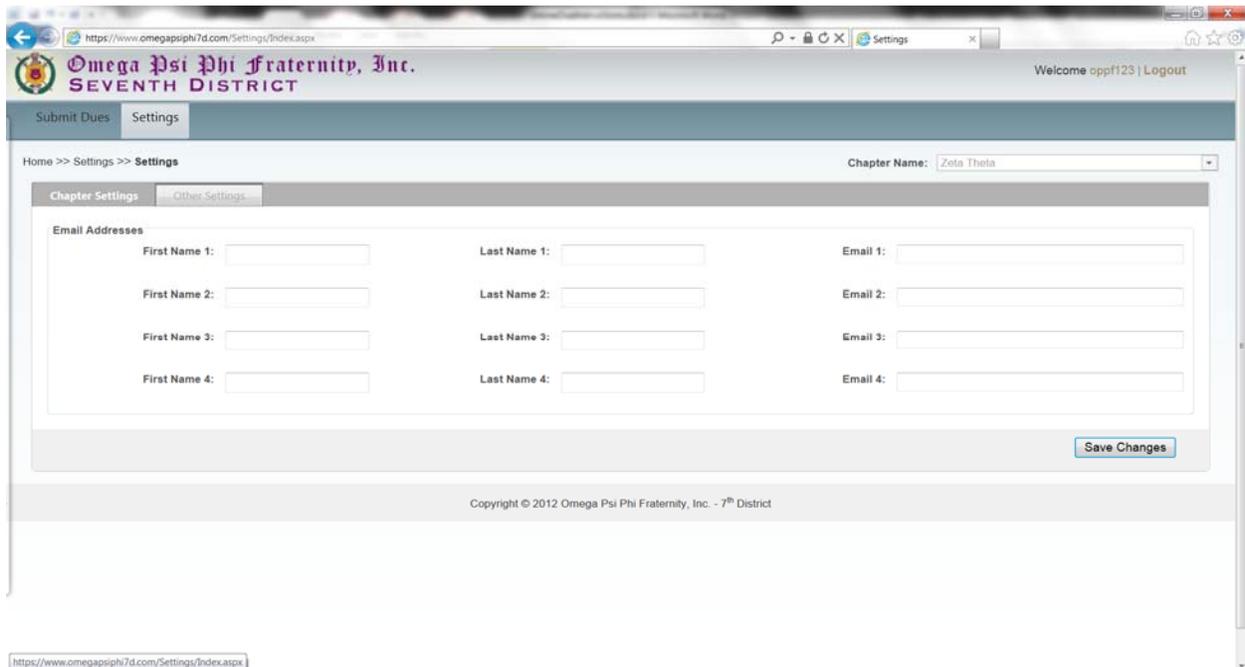
- 6) If you would like to change the password, click on the menu tab “Settings” then “Change Password”.



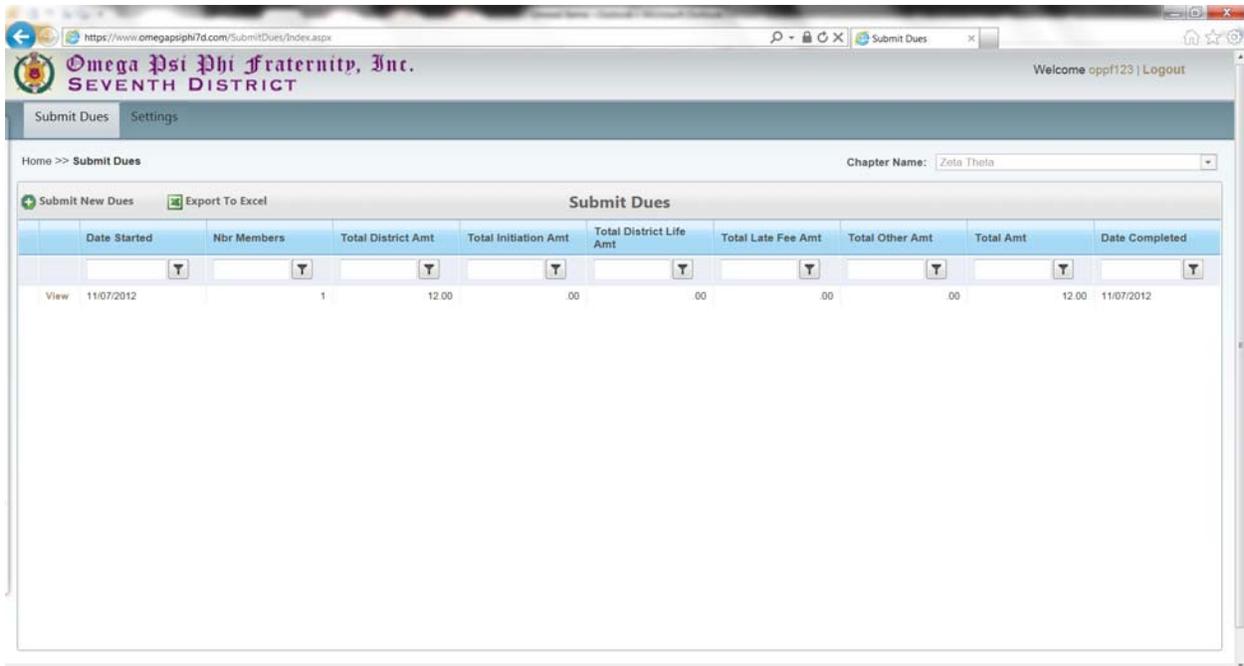
7) Enter your current password and new password. Click the Change Password button.



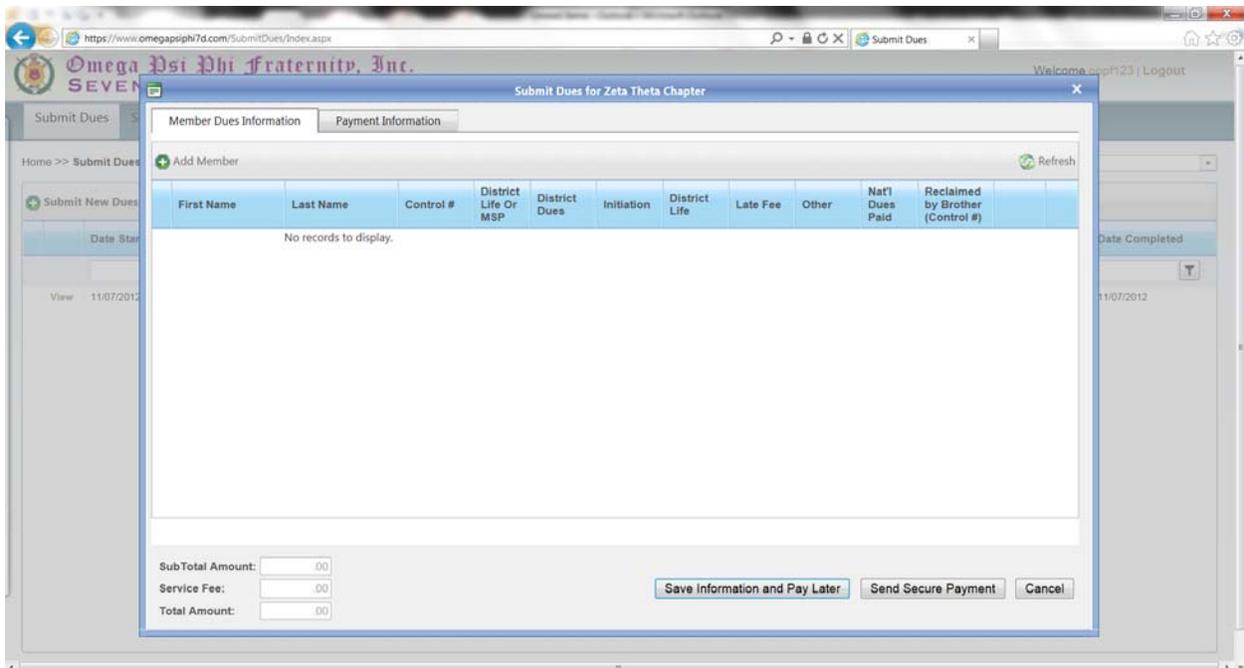
8) When dues are submitted online and payment is successfully processed, an email will be sent to the chapter's XXX@OPPF.ORG email address. If your chapter would like to have copies of the email sent to other chapter officers, click on the menu tab "Settings".



- 9) You can enter up to four (4) email contacts.
- 10) To begin the process of submitting dues for you chapter members, click the “Submit Dues” tab.



11) On the “Submit Dues” page, you will see a listing of pending dues to submit and dues that have submitted. To submit new dues, click on the “Submit New Dues” link.



12) On the “Submit New Dues” page, you will need to do the following:
 a) Click on the “Add Member” link and enter in the member’s name, control#, amount and type of dues being paid, etc. When you have entered all the

information, click on the green checkmark on the right side of the grid to temporarily store the member dues item in the grid.

- b) Repeat the above step (a) for every member you intend to submit dues for in this transaction.
- c) When you are finished adding member dues items to the grid, you can save the information and pay later by clicking the “Save Information and Pay Later” button.
- d) If you would like to proceed with completing the submission of dues and sending your payment, you must click on the “Payment Information” tab.

Omega Psi Phi Fraternity, Inc.
SEVEN

Submit Dues for Zeta Theta Chapter

Welcome app123 | Logout

Submit Dues

Home >> Submit Dues

Submit New Dues

Date Star

View 11/07/2012

Date Completed

11/07/2012

SubTotal Amount: .00

Service Fee: .00

Total Amount: .00

Save Information and Pay Later Send Secure Payment Cancel

https://www.omegaphipi7d.com/SubmitDues/SubmitDues.aspx?rnd=0.9068456596701799#

- e) You must enter the following required fields with regards to the payer and payment method: First Name, Last Name, Street Address, State, Zip Code, Credit Card Number and Expiration Date. **(Please note: Credit card information is not saved in this system and is forwarded to a secure payment gateway system for approval and processing of payment).**
 - f) Click the “Send Secure Payment” button to submit the transaction for approval.
 - g) A message will be displayed notifying you if the payment was approved or denied. In addition, if the payment was approved, an email will be sent to the chapter’s official email address and any other chapter contacts that have been configured to receive emails via the “Settings” page.
- 13) When you are finished conducting business in the site, please be sure to logout or close your browser to prevent access by unauthorized users.