Instructions for 7th District Online Dues Submission

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

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		Log in to your account		
		Username:		
		Decrarget		
			Forgot your password?	
		Remember my login		
		Log In		
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2) Click on the "Forgot your password?" link in the login box.

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https://www.omegapsiphi7d.com/Security/Forg	potPassword.aspx D	- ■ C × Solution × Solution	û \$
	Forgot Your Password		
	Enter your User Name to receive your password.		
	User Name:		
	Submit Cancel		
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3) The "Forgot Your Password" box will be displayed. In the User Name text box, enter 'oppf' appended by your chapter number. For example, if your chapter number is 000, you should enter 'oppf000'. 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.

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		Forgot Your Password		
		Your password has been reset	and emailed to you.	
		Continue		
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4) Click the continue button on the "Forgot Your Password" message box and the login page will be re-displayed.

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https://www.omegapsiphi7d.com/Security/Login.aspx	D + 🗎 C X 🧑 OPPF 7th District 🛛 🗙	62
	Log in to your account	
	Username:	
	Password Forgot your password?	
	Remember my login	
	Log In O	
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5) On the login screen, enter your chapter's Username and Password then click the "Log In" button.

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SEVENTH DISTRICT		14
ibmit Dues Settings		
•	Chapter Name: Zeta Theta	<u>I</u>
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6) If you would like to change the password, click on the menu tab "Settings" then "Change Password".

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B >> Settings >> Change Password	Chapter Name:	Zela Thela
	Change your password	
	Password.	
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	Confirm New Password:	
	Change Password Cancel	

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

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>> Settings >> Change Password		Chapter Name: Zeta Theta	
	Change your password		
	Change Password Complete Your password has been changed		
	Copyright © 2012 Omega Psi Phi Fraternity, Inc 7 th D	listrict	

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

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>> Settings >> Settings		Chapter Name: Zeta Thela	P
Chapter Settings			
Email Addresses			
First Name 1:	Last Name 1:	Email 1:	
First Name 2:	Last Name 2:	Email 2:	
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First Name 4:	Last Name 4:	Email 4:	
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- 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.

Submit	Dues Setti	ngs								
ome >> s	Submit Dues							Chapter Name: Zeta	Thela	[
Submit	New Dues	a Exp	port To Excel		Su	ubmit Dues				
	Date Started		Nbr Members	Total District Amt	Total Initiation Amt	Total District Life Amt	Total Late Fee Amt	Total Other Amt	Total Amt	Date Completed
		T	T	T	T	T	T	T	T	T

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.

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SEVEN	3			Su	ibmit Dues f	or Zeta Theta	a Chapter					×	
ibmit Dues	Member Dues Inform	nation Payment I	nformation										
e >> Submit Dues	🖸 Add Member											C Refresh	
Submit New Dues	First Name	Last Name	Control #	District Life Or MSP	District Dues	Initiation	District Life	Late Fee	Other	Nat'l Dues Paid	Reclaimed by Brother (Control #)		
Date Star		No records to displa	y.										Date Completed
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View 11/07/2012													11/07/2012
	SubTotal Amount:	.00											
	Service Fee:	.00				[Save Inform	mation and P	Pay Later	Send S	Secure Payment	Cancel	

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.

SEVEN		Submit Dues for Zeta Theta Chanter	X HILLING SUPPLY OF LICE	
nit Dues S Member Dues > Submit Dues Date Star w 11/07/2012 Member Dues Billing Inforr First Name: Last Name: Last Name: Street Addr City: State/Provin Zip/Postal C Country: Phone:	Information Payment Information	Credit Card (required) Note: Do not include dashes in Credit Card Number Credit Card Number: Expiration Date: Choose Month Ch	10056 Year • Date Compl	leted
SubTotal Amou Service Fee: Total Amount:	nt: 00	Save Information and Pay Later Send Se	ecure Payment Cancel	

- 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.