

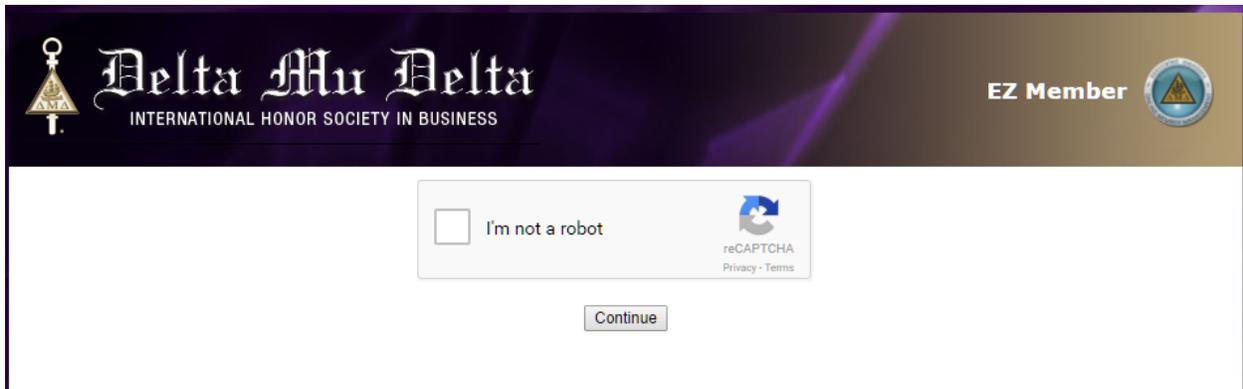
Welcome to EZ Member.

EZ Member for Delta Mu Delta Faculty Advisers allows you to register new initiates, create Membership Orders and print your invoices, and view your chapter members. An optional invitation facility allows you to invite students so that they may register their own details, and pay their National Membership fee and/or their local chapter amount online.

To begin, refer to your introduction email from Central Office for your logon details, then browse to <https://deltamudelta.com/advisers> You will need a regular web browser and a full-width screen. Chrome browser is recommended. Accepting cookies and enabling Javascript is required.

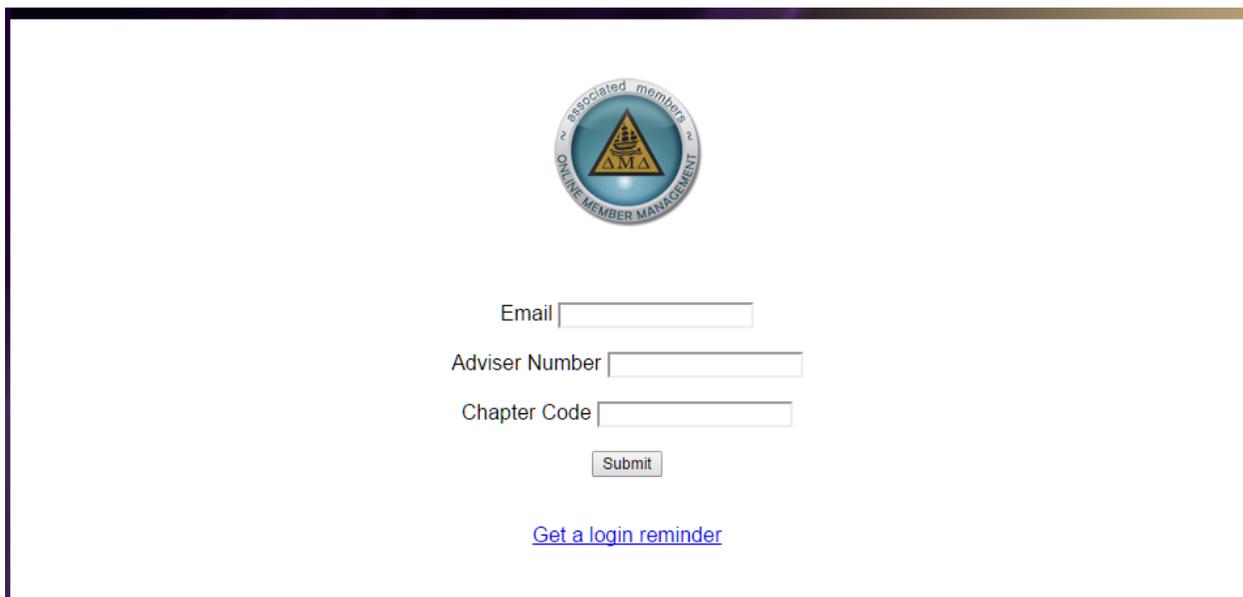
Logging in

The first screen you will see requires you to complete a Captcha before you can log in.



The image shows the top section of the EZ Member login page. On the left is the Delta Mu Delta logo with the text "INTERNATIONAL HONOR SOCIETY IN BUSINESS". On the right is the "EZ Member" logo. In the center, there is a reCAPTCHA box with the text "I'm not a robot" and a "Continue" button below it.

After successfully solving it, enter your email, unique adviser code, and chapter code from your introduction email. You can also click 'Get a Login Reminder' to receive a new email with the details. Remember to use the email address that Central Office has recorded for you.



The image shows the main login form area. At the top center is a circular logo for "associated members" and "ONLINE MEMBER MANAGEMENT". Below the logo are three input fields: "Email", "Adviser Number", and "Chapter Code". A "Submit" button is located below the input fields. At the bottom center, there is a blue link that says "Get a login reminder".

The initial landing page has more detailed help on features available in EZ Member. Click Help at any time to view this page again. The menu at the top allows you to navigate through the various pages.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Member management for advisers.

Choose the form you require from the menu above. Please use this portal to enter the member management system. Internal links may change and should not be bookmarked.

Help

Your login:

Other than the student invitation acceptance and registration link provided to them, the links shown in this page may only be used by advisers. Treat your adviser number as you would a secure password, and do not share it. If you have shared your number in the past, contact Central Office to change it. If a chapter president registers students on your behalf, they must use the student registration page.

Invitation to Membership - Event Sequence

1. The adviser generates invitations through the Adviser Portal (recommended)

A. The adviser invites students through this portal at [Create Invitations](#). A customized printable letter is generated which the adviser can deliver to the student. In addition, entering an email address for the student generates an emailed invitation which is a duplicate of the letter. The printed or email system invitation includes a **Personalized Invitation Code (PIC)**

Registering new initiates yourself

To register new initiates for which you have already received details, *and who have not been invited to register themselves*, click 'Register Initiates' from the top menu.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Initiate Registration Form for Advisers

**Important: This form is for adviser entry only.
Invited students may self-register [here](#).**

Advisers:

- This is **not** an invitation form
- Has the student already self-registered online? If so, do not use this form. Check your [Pending Members](#) list. Students who accepted their invitation and registered online will be shown as **Accepted** in the invitation list.
- Enter **ONLY** qualified members who have accepted invitations *this academic year* by your chapter.
- Check below for the required information. You will not be able to submit if required fields (marked with an asterisk) are blank or invalid.

You are not required to enter all new initiates in one session! Each registration is saved as a 'Pending' member when submitted. You may return later to complete the Membership Order Form.

The current national initiation fee is **\$50.00** per member, payable to Central Office within 30 days. Advisers are responsible for the collection of individual chapter fees.

Duplicate Certificates and 2nd Recognitions: Full member details are required for ordering, and should also be entered here. Select the appropriate entry from the 'Initiated As' dropdown.

Read the instructions, and scroll down (see next page) to enter your first initiate. The online registration form takes the place of the Membership spreadsheet, which is no longer required. The details required are the same as those previously entered in the spreadsheet, and fields are checked for correct formatting. Read the notes beside each field carefully. You will require full details for each initiate you wish to enter, so only enter those for which you have correct information on hand for all the required fields. Note that you are not required to enter all new initiates in one session; you can add more at any time.

Initiate registration form:

* required fields

Chapter: *	Alpha 0001
Logged in:	Faculty Adviser adviser@deltamudelta.org
Member Details:	
Title	<input type="text"/> If Other: <input type="text"/> (Use titles suitable for mailing addresses only.)
First Name *	<input type="text"/> (include any middle name or initials)
Last Name *	<input type="text"/> (include suffix; Jr., Sr, II, etc.)
Full name to show on Certificate (may be edited):	 <p>> <input type="text"/></p> <p>(If left blank, we will use the student's First name and initials, Last name and suffix as entered above, <i>without title</i>.)</p>
Member's PERMANENT (HOME) ADDRESS	
Street: *	<input type="text"/> (Use full USPS standards for the initiate's mailing address.)
City: *	<input type="text"/> (If non-US, add applicable region or state)
State: *	<input type="text"/> (Select 'Non-US' for other countries)
Zip: *	<input type="text"/> or postal code.
Country: *	United States
Phone:	<input type="text"/>
Permanent e-mail: *	<input type="text"/>
<p>**Important note about the student's email address: Your institution may disable college email addresses after graduation. We are better able to serve our members if you provide their permanent, personal email address. Emails are shared only with our approved partners. If the email is unknown, check here <input type="checkbox"/></p>	
Membership type:	Regular: <input checked="" type="radio"/> Honorary: <input type="radio"/>
Initiated as:	Select <input type="text"/> *
Previous School:	If Master or Doctorate , enter the School of the prior degree: <input type="text"/>
Induction date:	Complete this field when creating the Membership Order.
Optional	
Date of birth:	<input type="text"/>
U.S. citizen:	Y <input type="text"/> Gender: <input type="text"/>
<p>Acknowledgement (required *): <input type="checkbox"/> I affirm that the initiate detailed above qualifies for membership of Delta Mu Delta International Honor Society for Business, and has formally accepted the invitation this academic year.</p>	

Submit and Continue

Privacy: We do not share initiates' personal details, including email addresses, with any third party.

Your form may be printed after submitting.

After clicking 'Submit and Continue', the new initiate entered becomes a 'Pending member'. Print the page for your records, then you can choose to enter more now by clicking 'Add another initiate', or click 'View Pending Members' to see those you have entered so far.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Initiate Online Registration Form for Advisers

The initiate registration submission has been sent to Delta Mu Delta International Honor Society for Business

This submission reference is: **20161206-adviser_deltamudelta**

The national initiation fee due is **\$50.00**

All done? If you have finished entering new initiate registrations, click below to view pending members, create the Membership Order Form and invoice, or pay online.

Initiate registered by Faculty Adviser adviser@deltamudelta.org

Thank you for registering this initiate with Delta Mu Delta International Honor Society for Business!

The new initiate's details have been recorded and membership status is Pending.

Refer to the instructions at the Pending Members link to complete the initiation to make your new initiates full members of Delta Mu Delta International Honor Society for Business.

Please note that your chapter is responsible for collecting your local chapter dues from each initiate.

The details entered are shown below. Please check carefully and advise us if there are errors.

----- New Initiate Registration Details -----

Chapter name: Alpha
Chapter code: 0050

Adviser Name: Faculty Adviser
Adviser Email: adviser@deltamudelta.org
Date registered: 12/6/2016

Initiate Details:

This procedure for registering new initiates applies only when your students have accepted their invitation to Delta Mu Delta by supplying their details and payment directly to you. The following procedure allows you to invite students to register and enter their own details.

Creating invitations to allow student self-registration.

EZ Member allows you to create invitations so that students can register online and enter their own details to become 'Pending Members'.

Click 'Create invitations' to begin. If this is the first time an adviser from your chapter has opened this screen in any academic year, you will be prompted to enter details of your chapter dues and the regalia your chapter provides with membership.

[Create Invitations](#) [View Invitations](#) [Register Initiates](#) [Pending/Create Order](#) [Chapter Orders](#) [Chapter Members](#) [Chapter Supplies](#) [Help](#) [--PRINT--](#) [Log out](#)

Member Invitations

⚠ No online payment options, chapter amounts or included regalia are recorded for your chapter. These options must be set according to your chapter rules. [Update them here](#) before creating the invitations.

Click the Update link to continue. You may enter your chapter dues, the regalia supplied with each new initiation, whether you wish to allow students to pay online or by check (or both), and whether you wish Delta Mu Delta to collect the non-national portion along with the student's online payment. The options selected change the language used in both emailed and printable invitations, so even if you do not wish students to pay online you should still set all the options correctly for your chapter. You have only once chance per year to set these options, so enter and check carefully before leaving the page. If you make an error and have left the page, contact Central Office to make a correction *before* you send out any invitations. The options cannot be changed while invitations or Membership Orders are outstanding.

Student Payment options:

Initiates pay by check or cash directly to faculty adviser only	<input type="radio"/>
Initiates pay by credit card online only	<input type="radio"/>
Initiates may pay online or directly to the adviser	<input checked="" type="radio"/>
If online payment is allowed, charge ONLY the national membership fee (\$50.00*) online. I will collect local fees personally. (Not applicable if choosing option 1 above)	<input checked="" type="checkbox"/>

Check all the regalia items supplied by default for your chapter, and enter your chapter's total local charges. **The total amount due will be recalculated when submitted:**

National lifetime membership fee	\$50.00
Enter the total amount charged by your chapter in excess of the national membership fee (i.e. the amount you charge for regalia items plus your chapter dues, if any): If your chapter does not charge more than the national membership fee, enter 0.00 here.	\$ <input style="width: 80px;" type="text" value="10.00"/>
My chapter always supplies the following with membership (check each):	
Certificate and pin (Included with national membership)	\$0.00
Cords	<input checked="" type="checkbox"/> See package costs below.
Stole	<input type="checkbox"/> These are NOT charged separately to the student.
Medallion	<input type="checkbox"/>
Total chapter cost for regalia (assuming Grad Packs are chosen for multiple items with Membership Order)	\$10.00
Your residual local chapter amount	\$0.00
Total amount charged to student:	\$60.00
Plus Handling fee (Waived if student pays total amount to adviser)*	\$3.00

If students pay online, the amount collected by Central Office in excess of the national membership fee will be refunded to the chapter adviser by check once per month if the credit is not used when placing a chapter Membership Order.

*A handling fee of \$3.00 is charged for all online payments by students when they make their payment. The fee is waived if students pay the full amount by check or cash to the adviser. Handling fees are retained by Central Office.

[Update chapter options](#)

(Your invitation email test and language will be updated when submitted. Check carefully, and do not leave this page until it is correct.)

Current Regalia costs:

Once the chapter options have been set for this academic year, the 'Create Invitations' menu link explains various invitation options, depending on your preferences and the student details you are allowed to provide to outside agencies such as Delta Mu Delta. Read the advice presented on the invitations page regarding FERPA regulations, and check with your registrar if in any doubt.

[Create Invitations](#) [View Invitations](#) [Register Initiates](#) [Pending/Create Order](#) [Chapter Orders](#) [Chapter Members](#) [Help](#) [--PRINT--](#) [Log out](#)

Member Invitations

 **Delta Mu Delta strongly suggests you obtain your school's permission in writing before supplying any student information for the purposes of invitation by email. Failure to do so may break your school's guidelines and FERPA regulations. If it doubt, check with your registrar.**

Invitation options:

- 1. Create an instant invitation.** Submit the form and print the letter produced. If you enter the student's email address as well as their first name, an email will be sent automatically. You may create new individual invitations at any time. [Click here to create individual invitations online.](#)
- 2. Upload a CSV file** containing the students' names and email addresses. Emails will be sent to all students included. You may print a sample invitation to complete and give to the students. A CSV file of the invitation codes included in each invitation is available. [Click here to upload.](#)
- 3. Request a number of invitation codes** for your chapter to supply to your invitees. [Click here to generate codes.](#)
- 4. Make personal invitations without generating invitation codes.** If you do not generate invitation codes through this system, students will not be able to register online and you must enter their registration details.

Invitation options

To allow students the option of registering online, one of options 1-3 must be chosen. These options create a unique Personalized Invitation Code (PIC) for the invitations so that students can register and/or pay. In each case, you must choose a 'cut-off' date. Each PIC generated will expire on that date and will no longer be available. You may also choose to handle invitations, collect payments, and handle registration yourself, and then register the students at 'Register Initiates'. EZ Member-generated Invitations are not required if you choose option 4.

Option 1: Create an instant invitation. Click the link on option 1 to create an emailed and printable invitation for your student. The invitation is customized to indicate the fees and supplied regalia you set previously, and you can add a paragraph of your own. You can enter an email address to have the invitation emailed, and/or print the customized invitation produced. You may enter emails and first names or initials only, to anonymize the information you are supplying. We recommend you check with a student to ensure emails are being received, as college spam filters can be strict.

Option 2: Upload a CSV file. Rather than creating the invitations individually, you can upload a CSV file with names and email addresses of the qualified invitees. This option sends customized emails to each student, and creates a partially-customized printable invitation you may print multiple times. In this case, you will need to retrieve the PIC codes from the 'View Invitations' screen to add to the invitations before giving them to the invited students. A link to an example CSV file is shown when you select this option.

Option 3: Generate a list of PIC codes. If you do not wish to send any information to Delta Mu Delta, this option will generate a number of anonymous PIC codes in spreadsheet form. You may distribute one PIC to each qualified student that you wish to invite so that they may register and/or pay online.

Viewing invitation status

The status of previously sent invitations is shown on the 'View Invitations' screen. The screen shows the names and email addresses (if any) used in the invitation, the inviting adviser surname, the date added, the PIC, the cut-off date, and the dates the invitation was accepted and/or paid online. You can click 'Download invitation codes' to obtain these in spreadsheet form if you have chosen to distribute them to students yourself, but do not share the complete spreadsheet itself with anyone. PICs cannot be used by more than one student. A 'Remind' button (not shown below) is available on this screen for un-expired emailed invitations not yet accepted. The reminder email does not contain full details of pricing or your original personalized message, if you added one. (You should create a new invitation if that is necessary.)

The name and email address shown are the ones you used during the invitation process. We encourage registering with a permanent email, so they might not match the ones originally used for the invitations. *The status of each invitation is updated only if the student is registered with the PIC code at <https://deltamudelta.com/accept-invitation>.* If you register students at 'Register initiates' the status of the invitation on this screen does not change.

Important: Do not distribute the entire list of codes, or share more than one invitation code with each student. Each PIC can be used only once, and **no student should have access to more than one PIC**. If a student loses their invitation code or has missed their cut-off date you can create another invitation for them, or go to this screen to retrieve the one originally sent to them (if it is identifiable.)

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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**Delta Mu Delta International Honor Society for Business
Invitations sent for your chapter**

[Download invitation codes \(CSV\)](#)

Only pending invitations and students who have accepted and registered ONLINE are shown. Unaccepted invitations that reached the cut-off date have been removed. Please ensure that you complete prompt registration for those students who have accepted invitations personally.

When you are ready to create a Membership Order from the accepted invitations shown below, and any you have registered yourself, please click "Pending/Create Order" in the menu bar.

Name	Email	Invited	By	Invitation Ends	Invitation Code	Accepted Online	Paid by Initiate Online
Steve F.	st000454@aaa.edu	11/17/2016	Test	1/1/2017	K6k8CgUe	11/17/2016	11/17/2016
Janet D.	st000455@aaa.edu	9/26/2016	Test	1/1/2017	Xt5hmMnK	-	-
		9/26/2016	Test	1/2/2017	xtmd3Cd7	-	-
		9/26/2016	Test	1/2/2017	8tAnyuMa	-	-
		9/26/2016	Test	1/2/2017	2CbZ5p8y	-	-
		9/26/2016	Test	1/2/2017	b7im6vRA	-	-
		9/26/2016	Test	1/2/2017	SmQcHELg	-	-
		9/26/2016	Test	1/1/2017	TxhtbcXJ	-	-
	johnndoe33@gmail.com	9/15/2016	Test	2/4/2017	XULHhA4k	-	-
	jake4040@hotmail.com	9/15/2016	Test	2/4/2017	HtrdNkhQ	9/15/2016	9/15/2016
	janedoe344@gmail.com	9/15/2016	Test	2/7/2017	XYD93nEv	-	-
	st000454@aaa.edu	9/15/2016	Test	2/7/2017	hP3Aj6f5	9/15/2016	-
	st000455@aaa.edu	9/15/2016	Test	2/3/2017	eFLIPPuV	9/15/2016	9/15/2016
	st000466@aaa.edu	9/14/2016	Test	1/1/2017	j9QH06Eu	9/15/2016	9/15/2016

1 - 14 of 14

Pending Members

Click 'Pending/Create Order' to view the Pending Members list. Whether you registered your initiates or they registered themselves online, they will appear on the Pending Members list. You will use this list to generate your Membership Order. You should create the order only for those attending one particular induction. If you are having more than one induction, uncheck the 'Include in order' checkbox for any members who will not be attending this one.

It is possible that some members may have been registered twice in error by an adviser. If so, click the red Trash icon to mark the duplicate records for deletion by admin, and uncheck the 'Include in order' checkbox for that member.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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**Delta Mu Delta International Honor Society for Business
Membership Order Form
for Alpha Chapter**

Create Your Membership Order

Pending Member Id	Type Rank	Name	Added	Paid Online	Select to include in order	Error or Duplicate Mark for Permanent Deletion (Also Uncheck!)
88888895	Reg J	John Doe	12/6/2016		<input checked="" type="checkbox"/>	
88888896	Reg S	Jane Deere	12/6/2016		<input checked="" type="checkbox"/>	

Note that this list includes all pre-registered initiates not yet added to an order, including those self-registered and registered by other advisers, and may include duplicate records added in error. DELETE ONLY THOSE RECORDS THAT ARE IN ERROR.

Ensure that only those to be added to this order are checked above

Once your cut-off date has passed, and you are sure no other students will accept the invitation with you personally, you are ready to create your Membership Order. Check that the correct students are selected, and click 'Continue'.

Completing the Membership Order

The Membership Order form is similar to the paper format previously used. The number of students selected from the previous Pending Members list will automatically be included, and the address we have on file for you will be pre-filled in the form. Complete all required fields, marked in red.

1. Check that your address is correct. In particular, check the zip code is correct, as shipping rates cannot be calculated with invalid zip codes. You may edit the address if you wish to have the order delivered elsewhere. If your address has changed, or is incorrect, you should inform Central Office of the change as well as correcting it on the individual order. **If your address is Residential, select this option.**
2. Select the induction date. (Note that it appears in YYYY-MM-DD format when selected.)
3. Enter the correct number of regalia items you require for the number of initiates that have been included. (You may order more if you wish, or less if you have some already in stock.) A reminder of which items are normally included with your chapter dues is shown.

Delta Mu Delta International Honor Society for Business Membership Order Form for Alpha chapter

Order Form:

This session will time out in **29 Minutes 23 Seconds**. Submit or refresh before timeout.

Initiate Name	#	Type	Rank	Added	Paid	National Fee
John Doe	88888902	R	J	12/6/2016	12/6/2016\$50.00	\$50.00
Jane Deere	88888903	R	S	12/6/2016	12/6/2016\$50.00	\$50.00
					Registrations total:	\$100.00
					Chapter credit available (Initiate fees prepaid online):	(\$100.00)
Memberships:		Regular: 2 Honorary:				
*School name for certificate:		<input type="text" value="College University"/>				
Order date:		2/13/2017		Induction date:*		<input type="text"/>
¹Pin choice:		<input checked="" type="radio"/> Multipurpose Pin <input type="radio"/> Tack Back Lapel Pin				
¹Certificate choice:		<input checked="" type="radio"/> 2-Signature <input type="radio"/> 4-Signature				

Reminder: Your current chapter settings show that the following regalia is included in chapter dues: -Honor cords- Please ensure correct quantities are ordered.

Items/Descriptions	Price	Qty	Totals(USD)
Duplicate/Replacement Certificate (See instructions at Register Initiates)	\$5.00	0	
2nd Recognition Certificate (See instructions at Register Initiates)	\$10.00	0	
Honor Cords	\$10.00	<input type="text" value="0"/>	
Honor Stole	\$30.00	<input type="text" value="0"/>	
Medallion and ribbon Modernized 2	\$24.00	<input type="text" value="0"/>	
Grad Pack (SM) 1 Honor Stole and 1 Medallion and ribbon (\$4.00 saving)	\$50.00	<input type="text" value="0"/>	
Grad Pack (SC) 1 Honor Stole and 1 Honor Cord (\$4.00 saving)	\$36.00	<input type="text" value="0"/>	
Grad Pack (SCM) 1 Honor Stole, 1 Honor Cords, and 1 Medallion and ribbon (\$6.00 saving)	\$58.00	<input type="text" value="0"/>	
Grad Pack (CM) 1 Honor Cords and 1 Medallion and ribbon (\$4.00 saving)	\$30.00	<input type="text" value="0"/>	

For other chapter supplies, see [here](#)

Items total:

Grand total including membership costs:

I hereby certify that the students meet the requirements for membership in accordance with Delta Mu Delta Bylaws

Faculty Adviser Attest: test test

Date: 2/13/2017

Shipping Address: (UPS format only. No PO boxes.) Edit as required.

*Name:

*Address:

*City: *State: * Zip:

²*Country:

*Residential Address:

*Phone for order queries:

¹ See [help](#)

² Non-US countries: Enter your [city and region](#) in City, select Non-US from State, add your appropriate postal code in Zip.

Ensure that only those initiates to be paid by this invoice are displayed above.

Do not print this form yet. Printing is available after submission.

Check carefully before submitting; the order cannot be re-submitted

PLEASE CHECK YOUR SHIPPING ADDRESS!*

*The shipping address may be edited for each order. If your recorded shipping address shown here is incorrect, please [inform Central Office](#).

Note that when the induction date is selected from the popup that appears it is entered in YYYY-MM-DD format.

Click 'Continue', and the initial cost for your order is calculated.

Chapter credit: Your total order amount due is reduced by your current chapter credit. If Delta Mu Delta does not collect your chapter dues amount, this will be \$50 for each Pending member who paid online since the last membership order was completed. If Delta Mu Delta does collect your chapter dues, it will be the total amount collected online since the last chapter dues refund, which occurs once per month.

Chapter Credit examples:

1. DMD collects only the National fee, and students can pay online or by check:

You invite 3 students. 2 register and pay their National fee of \$50 each online*, and their chapter fee to you. The other registers online but pays both portions to you.

You complete your membership order for the 3 registered students, and order 3 honor cords.

The total order amount will be \$180. Your chapter order will be credited \$100 for the 2 students who paid online, and the total order amount due will be \$80 plus shipping.

2. DMD collects National and local fees, and your chapter includes honor cords with membership, and students can pay online or by check. Your chapter dues are \$20:

You invite 3 students. 2 register and pay both portions (\$70) each online. One registers online but pays both portions to you.

You complete your membership order for the 3 students, and order 3 honor cords. The total order amount will be \$180. Your chapter order will be credited \$140 for the 2 students who paid online, and the total order amount due will be \$40 plus shipping.

If unused on the monthly refund date, non-National fee amounts collected by DMD are refunded by check, and your chapter credit is reduced to the National fee portion only. In this example, your available chapter credit for your Membership Order will then be the same as in example 1.

Note that the chapter credits are dependent on the number of members in your pending member list who have paid online, and not on how many of them you add to a particular order. E.g. If you have 10 students who have paid National fees online your chapter credit will be \$500. If you add 8 of the students to an order, leaving the other two for a later induction, your available chapter credit for that order will still be up to \$500, and the total order amount due will be reduced by up to this amount.

*For simplicity, the examples above do not include the order shipping costs (charged to the chapter once per order) , or the \$3 processing fee which is included in every student online payment. The \$3 fee is in addition to the normal fee amounts, and is retained by Central Office. If a student pays *all* amounts direct to the adviser, it is not charged.

Once you have submitted your order, you must select your shipping options. Click the 'Select your shipping and Complete this order' button.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Delta Mu Delta International Honor Society for Business Membership Order Form

The order has been submitted.

⚠ Before it can be processed, you must select shipping and payment method:

Ship/Bill to:		Shipping	
Name	Dr. F. Adviser	2 Lbs	
School name for certificate:	Collegeville University		
Address	300 University, Room 12		
City State Zip	Collegeville MI 48864	United States	
Phone	334-333-4444		
Order date:	12/6/2016	Induction date:	2017-01-05

From the dropdown list, a range of shipping options appears.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Delta Mu Delta International Honor Society for Business Membership Order Form

This order is awaiting payment. See instructions below.

Order Status: MO-79282778 Received
Select shipping before printing

Ship/Bill to:		Shipping	
Name	Dr. F. Adviser	⚠ SELECT SHIPPING	
School name for certificate:	Collegeville University		
Address	300 University, Room 12		
City State Zip	Collegeville MI 48864	United States	

- UPS Ground - \$10
- UPS Ground - \$10
- UPS 3 Day Select - \$11.69**
- UPS 2nd Day Air A.M. - \$13.14
- UPS 2nd Day Air - \$11.7
- UPS Next Day Air Saver - \$16.5
- UPS Next Day Air Early A.M. - \$61.11
- UPS Next Day Air - \$17.23
- Pickup from DMD Central Office \$0.00

Select the shipping you want, and click 'Choose this shipping'.

Create Invitations	View Invitations	Register Initiates	Pending/Create Order	Chapter Orders	Chapter Members	Help	--PRINT--	Log out
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Delta Mu Delta International Honor Society for Business Membership Order Form

This order is awaiting payment. See instructions below.

Order Status: MO-79282778 Received

Ship/Bill to:		Shipping	
Name	Dr. F. Adviser	UPS 3 Day Select Cost:\$11.69	

Your order is complete! Central Office will have received your order, so you do not need to mail it. This is now your order invoice, and you may print it for payment. Instructions for payment appear at the bottom of the page. You cannot edit a submitted order. If additional items are required or more students need to be added, submit another order.

Central Office will inform you of order status updates by email, or you can view the status of your order on the 'Chapter Orders' page.

Order Date	Order Number	Adviser	Cost	#Initiates	Induction	Process Status	Paid	Shipping Selected	Tracking#	Action
12/6/2016	MO-79282778	F. Adviser	\$171.69	2 <input type="button" value="Show"/>	1/5/2017	Received		 UPS 3 Day Select		<input type="button" value="Pay Now"/>

Click the 'Show' button beside any order to view the members included.

When you completed the order, the members added will have been removed from the Pending member list, however they will still appear as Pending on your 'Chapter Members' list. Once payment is received for the entire Membership Order, their status will be updated to Registered Paid.

Name	Address	Email	Added	Induction	Status	Action
John Doe	123 John Street Detroit, MI 44444	john333@gmail.com	12/6/2016	1/5/2017	Registered Paid	<input type="button" value="Confirm Induction"/>
Jane Deere	54 Jane Street	jane444@gmail.com	12/6/2016	1/5/2017	Registered	<input type="button" value="Confirm Induction"/>

When members are finally inducted, the faculty adviser must return to this screen to 'Confirm induction' for each member.

Getting help

If you experience problems in any of the procedures, or need further explanation, please contact Central Office. Include as much detail as may be required to duplicate your issue. A screenshot of any error messages, if possible, is very helpful.