

Step-by-step for Dues and Member Management Changes

Log into www.dkg.org Sign In MY DKG > Chapter Connect (in the red bar) > DUES PORTAL

Follow each column down to complete each task in the Dues Portal.

Pay Dues	Add Member	Transfer Member	Reinstste Member	Manage Member Information
ORDERS	MEMBERS	MEMBERS	MEMBERS	MEMBERS
Click MANAGE	Click ADD/TRANSFER	Click ADD/TRANSFER	Click ADD/TRANSFER	Click MANAGE
Members are in alpha or in id number order	Complete as much info as possible	Complete as much info as possible. ID # is preferred.	Complete as much info as possible. ID # is preferred.	Members are listed by ID number
Click box next to name of member paying dues	Click SEARCH	Click SEARCH	Click SEARCH	Click arrow in LAST Name to sort
Click CREATE ORDER	Success! We did not find a match...	Notice! We found the following possible matches	Notice! We found the following possible matches	Locate the member to update
Review Pending Order	Click CONTINUE CREATING NEW MEMBER	TRANSFER	Click REINSTATE	Click EDIT
X I have reviewed this new..	Complete New Member Form 81. Send copy to state treasurer	Confirm Transfer	Select membership type from the drop down menu.	Update her membership type Active > Reserve, etc. and contact HQ for correct billing. Other edits can be made without contacting HQ.
Click SUBMIT	Click SAVE and CLOSE	Note: Transfers are done by the chapter the member is transferring into.	Click SUMBIT	Click SAVE
Order has been created	Return to Order Management to post and pay dues.	Click SAVE and CLOSE	Click SAVE and CLOSE	(Name) has been successfully updated!
Click PRINT. Make copies to send with payments and for your records.	Note: New members may be added at any time.	Note: Members may be transferred at any time.	Return to Pay Dues to post and pay dues.	Click SAVE and CLOSE
Send checks. Include order number in the memo line. Never make a change to the order form. Call HQ if there is an error.			Note: Members may be reinstated at any time and pay full dues.	Note: Membership Type changes (Active > Reserve, etc.) must be made prior to posting dues.
			Complete Reinstste Member Form 83. Send copy to state treasurer.	