

# **Chapter treasurers use Chapter Connect (CC) to do the following:**

**Access links to reports**

**Report membership information via the Dues Portal:**

- Dues paid
- Update contact information
- Member changes: new to DKG, those reinstated or transferred

**CC is the chapter treasurer's Go-To Destination**

# Step 1

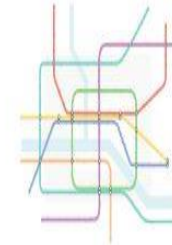
Go to [www.dkg.org](http://www.dkg.org) and sign in



Members must login with member ID to access members-only resources and forms.

Website Navigation G

Member login (Username = DKG member ID)



Username

Password

Remember me

Sign In

**USER NAME:** Your membership number  
**PASSWORD:** contact chapter president, TSO HQ or DKG Int'l if you don't have the generic access password

If you are unable to sign in using this information, contact International 512-478-5748 or use the Chat option.



# Step 2 **Click on: My DKG** then **My Account**



[Sign Out](#) [Member Home](#) [Cheryl](#) [Cart](#) [Events](#)

[Home](#) [Events](#) [Forms](#) [Apply/Submit](#) [Resources](#) [Tools](#) [Programs/Projects](#) [Leadership Lab](#) [About Us](#) [MyDKG](#) [Contact Us](#)

**MyDKG**

**My Account**

**Emergency Fund**

**Legacy of Leadership**

**Communities**

**Directory**

You can change the password here.

**Change your password**

Current username is

[Change password](#)

## Step 3

**Click on:** Chapter Connect



1. Access training materials
2. View/download chapter roster
3. Access time-sensitive treasurer reporting information
4. Access the Dues Portal

# Chapter Roster, Dues Portal, Treasurer Reports

[Click below for roster](#)

[Click below for EIN No.](#)

**Access chapter roster & EIN (tax ID #)**

**Click the Pay Dues button to access the Dues Portal**

**Training documents provide an overview of the 2019 practice site and may not look like the actual dues portal.**

## Chapter Portal

**Pay Dues**

[Treasurer Training Dues Portal](#)  
(Adobe PDF File)

[Dues Portal Training - Add Transfer and Reinstate](#)  
(Adobe PDF File)

[Overview New Dues Training for US Treasurer](#)  
(Microsoft PowerPoint Presentation)

[Form 18A: Drop members Report](#)  
(Microsoft Word Document)

[Form 15: Annual Chapter Report](#)  
(Adobe PDF File)

[Form 6 - Report of Death of a Member](#)  
(Microsoft Word Document)

[IRS Form 990-N Link](#)

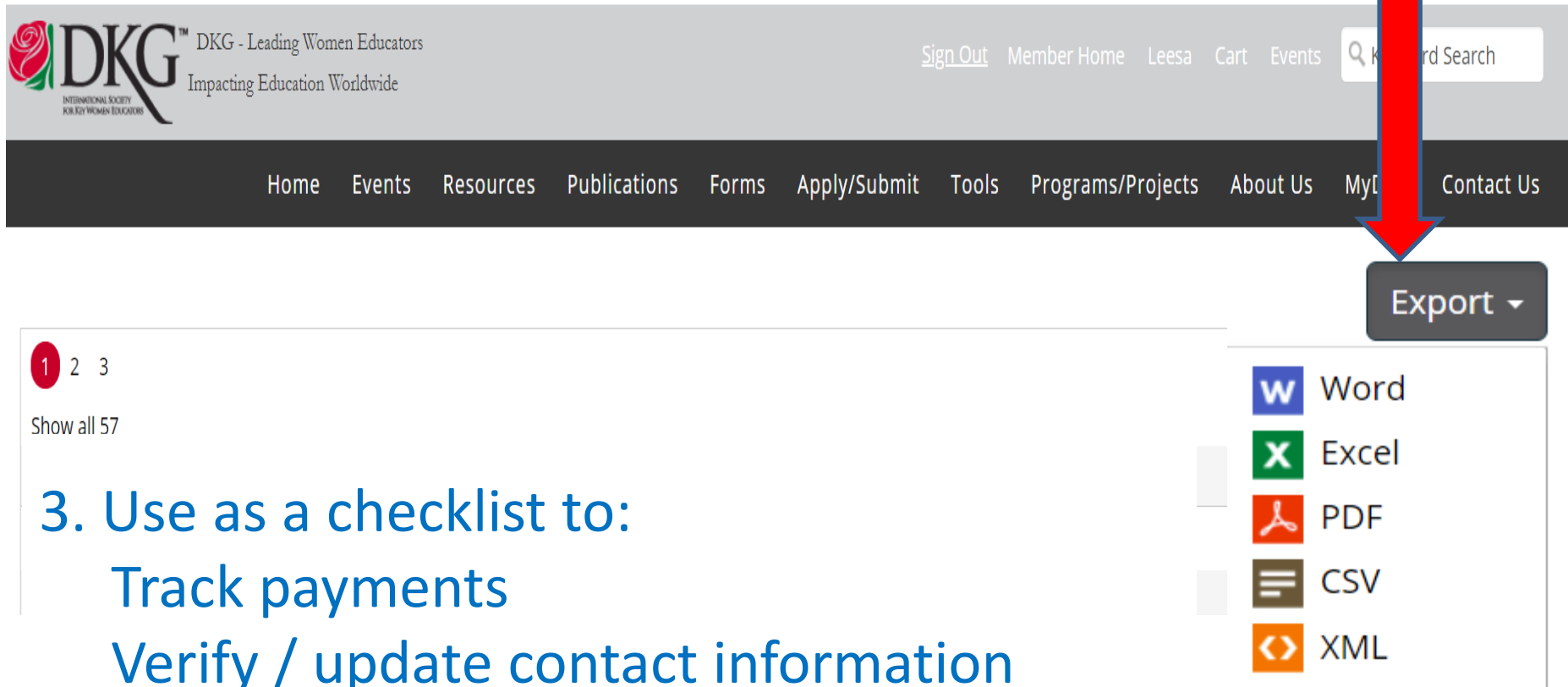
[Form 87 - Change of treasurer](#)  
(Adobe PDF File)

**Links to treasurer reports**






# Chapter Roster

1. View membership roll

2. Download, save & print to: Word, Excel, etc.



The screenshot shows the DKG website header with the logo and navigation links. A red arrow points to the 'Export' button in the 'My' dropdown menu. The export options are listed as follows:

Icon	Format
	Word
	Excel
	PDF
	CSV
	XML

Below the export menu, the page number '1' is highlighted in a red circle, with '2' and '3' next to it. A link 'Show all 57' is visible.

3. Use as a checklist to:  
Track payments  
Verify / update contact information

## Step 4

# Click on: **My Communities** & Join the Chapter Treasurers' Community



[Click here to join Community](#)

Select: Chapter Treasurers' Community

Click: Follow Community

You will receive email notifications about new posts to ensure you receive the information directly.

They don't post often, but the posts do contain timely information.

# Using Chapter Connect is vital to the chapter treasurer.

- Request help right away if you can not access.

512-478-5748 or use the new Chat Feature  
on the International Member Home Page

- Have access? Update your personal information, download the chapter roster & use the Dues Portal to update member contact information and to report dues paid.
- Explore the other functions of CC as it is your “go-to destination” from now on!