9.3.2026

UPDATING MEMBER CONTACT INFORMATION IN DUES PORTAL

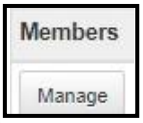
1. **Sign in to DKG International**
   Username: your member #
   Password: dkg2014society (unless you have changed it)

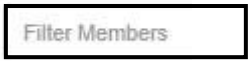
2. **Go to My DKG**

3. **Open Chapter Connect**

4. **Open Dues Portal**

   Tip: Right click on Pay Dues, menu opens, select **Open link in new tab**

5. **Click the Manage button under the heading: Members** 

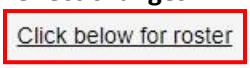
6. **Search for the member to edit.** Type last name in box: Filter Members 

7. **Click edit** to open the member's information

8. **Update contact information** Email, mailing address, phone, etc.
   & publication preferences (mail or email). <u>Current email is crucial.</u>

9. **Save by clicking Save**

   See a message in green that the member was successfully updated

10. **Chapter roster at Chapter Connect will update automatically to reflect changes**

11. After updating, download and save/print updated roster.