

# Chapter Dues Checklist 2021 – 2022

Use this checklist as a guide to submit order payments to both TSO & International.

	What to do:	Order #	Order #	Order #	Order #
1.	Log-in to dkg.org to enter paid members				
2a.	Using the dues portal, place paid members in an order. Note the number of each member type per order.	Active: Reserve: Collegiate:	Active: Reserve: Collegiate:	Active: Reserve: Collegiate:	Active: Reserve: Collegiate:
2b.	Honorary: _____ scholarship	Note # of honorary members. Only a one-time join fee is paid to International. Yearly dues are not required, however, fee to TSO should be included in payments.			
3.	Date of order / check mailed				
4.	Print 3 copies of order				
5.	Complete the Fee Form & make a copy				
6.	<b>International:</b> Mail order form & check	\$ Ck#	\$ Ck#	\$ Ck#	\$ Ck#
7.	<b>TSO:</b> Mail order form, fee form & check	\$ Ck#	\$ Ck#	\$ Ck#	\$ Ck#
8.	<b>Chapter:</b> Keep for chapter records (1) a copy of the order form (2) copy of the fee form (3) copy of the check	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)
9.	You will receive an email receipt from TSO to keep with each order you submit				

TSO will not process your dues without the order form, completed Fee form and a check for dues and fees. Yes, you can put more than one order on the fee form and pay with one check.

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## CREATE AN ORDER FOR MEMBERS THAT HAVE PAID YOU THEIR DUES

Log in to the Dues Portal at [www.dkg.org](http://www.dkg.org)

1. Log-in using your membership number and password
2. On the black ribbon click on MyDKG
3. Drop down and click on My Account
4. On the red ribbon click on Chapter Connect
5. Click the Pay Dues button to open the chapter portal
6. Open Order Management & click in the box at each member's name to select them as a paid member, and to place them in an order
7. Click on create order and print 3 copies
8. Use the checklist to mark the items as you complete each order

## COMPLETE THE TSO FEES FORM TO SUBMIT DUES + FEES TO TSO

Access the TSO Treasurer's Page at [www.dkgtexas.org](http://www.dkgtexas.org)

1. Click on the resources tab and go down to Treasurer's Page.
2. Click on the link to the Treasurer's page
3. Bookmark this page because as Treasurer you will use it often. This is your **GO To PAGE** of Information and support documents.
4. Refer to the section for Dues Payment & the section for Forms for a variety of support documents. Click on the name of the document to open it.

### For assistance contact:

TSO HQ: 972-930-9945 [tsotreas@gmail.com](mailto:tsotreas@gmail.com)

International HQ: 512-478-5748 [mem@dkg.org](mailto:mem@dkg.org) OR use the Chat feature