

MyDKG

## CHAPTER PRESIDENT & TREASURER ACCESS to CHAPTER CONNECT & Dues Portal

DKG Profile

### Sign in to My DKG

1. Go to International site: [www.dkg.org](http://www.dkg.org)
2. **Sign In** using the link in the top gray bar  
**Username:** your **DKG Member Number**  
\*\*Member number is on your DKG membership card and on the chapter roster  
**Password:** **d—20—soc----** - change to one of your choice once signed in  
\*\*Use the Chat feature at Int'l site if you don't know the generic password
3. Click on **My DKG** in the menu in the black bar
4. See the **"Dashboard"**: update your profile, create a new password, navigate to other areas within My DKG using action buttons and tabs like the **Chapter Connect** tab.
5. Don't forget to **Sign Out** when you are finished.

### Chapter Connect

#### Chapter presidents & treasurers have access

- Links to forms with submission deadlines
- **Chapter Roster**

[Click below for roster](#)

Access official chapter roster from International database. Member info included:

- Type (active, reserve, collegiate . . .)
- Contact information (edit using the Dues Portal/Manage Members)
- ID number
- Join date

Export to Word or Excel to make it an editable document

### Dues Portal

Orders	Members	
Manage	Manage	Add/Transfer

#### Chapter presidents & treasurers have access

- **Orders Manage:** Place paid members in an Order and submit payment to Int'l & TSO  
Unbilled Members: place in an order to prevent auto-drop, then submit payment  
\*\*after chapter receives payment from member  
Billed Orders: Int'l awaiting payment for these members  
Paid orders: Int'l has processed payment
- **Members Manage:**  
Update contact information  
Add members to the chapter (new, reinstate or transfer)

About Me

**ALL MEMBERS CAN**

- Upload a picture
- Change password
- Update contact information
- Add information to profile
- Shop in the DKG Store
- Register for International events
- Join a Community to get updates and join conversations
- Learn about different DKG funds and donate
- Add social network information