

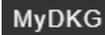
## UPDATING MEMBER CONTACT INFORMATION IN DUES PORTAL

**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**

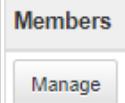


**4. Open Pay Dues**



**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)

**9. Save by clicking Save & Close**



See a message in green that the member was successfully updated



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

After updating, download and save/print updated roster.

