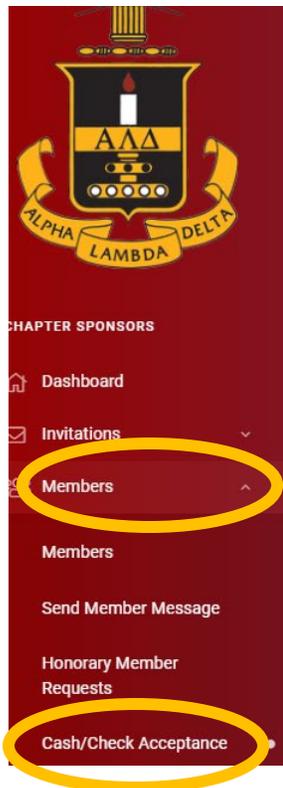


Paying by Check or Cash (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON “MEMBERS” Then “CASH/CHECK ACCEPTANCE” (LEFT NAVIGATION BAR)



Cash/Check Acceptance

ⓘ This page allows you as a chapter sponsor to process a membership acceptance without the student paying by credit card, as is normally required. You will owe national dues for students paying with cash or check. Cash/check acceptances are treated like dues waivers. Depending on the option you have chosen for the invitation group, this amount may be deducted from your local dues reimbursement check or you may pay it by credit card. If you have selected the Deduct option and your local dues collection is insufficient to cover this payment, you will be billed for the overage.

It is your responsibility to collect a cash or check payment from the student for the correct amount. The amount will be calculated for you and listed at the bottom of the form.

For a student to be eligible, they must have been invited but not yet accepted, and the Invitation Expiration Date must be in the future.

Select Student

-- Select a Student --

A NOTE ABOUT PAYMENT...

You will owe national dues for students paying with cash or check. Cash/check acceptances are treated like dues waivers. Depending on the option you have chosen for the invitation group, this amount may be deducted from your local dues reimbursement check or you may pay it by credit card. If you have selected the Deduct option and your local dues collection is insufficient to cover this payment, you will be billed for the overage.

It is your responsibility to collect a cash or check payment from the student for the correct amount. The amount will be calculated for you and listed at the bottom of the form.

Please only process the acceptance AFTER you have received payment from the student. You cannot undo this acceptance.

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STEP 2: SELECT THE STUDENT AND COMPLETE EITHER OF THE “ACCEPTANCE OPTIONS” TABS. WHEN COMPLETE, CLICK “PROCESS ACCEPTANCE.”



Connor Blake (sample23@nationalald.org)

Quick Acceptance: Full Acceptance

 Only Required Information.

Use this tab if you only want to enter the bare minimum information for this student. This excludes certain data that may be important but is not absolutely required, such as address, phone number and any invitee questions that are not marked as required. Also, any invitee items for sale will not be presented. The student may always update his/her profile later.

Basic Information

* First Name: Connor

* Last Name: Blake

* Primary Email: sample23@nationalald.org

You will use this email address to login.
Your password will be emailed to you for verification.

* Name as Desired on Certificate: Connor Blake

IT IS ALWAYS BEST TO SELECT FULL ACCEPTANCE TAB TO COLLECT ALL THEIR INFORMATION.

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 Only Required Information.

Use this tab if you only want to enter the **bare minimum** information for this student. This excludes certain data that may be important but is not absolutely required, such as address, phone number and any invitee questions that are not marked as required. Also, any invitee items for sale will not be presented. The student may always update his/her profile later.

Basic Information

* First Name:

* Last Name:

* Primary Email:

You will use this email address to login.

Your password will be emailed to you for verification.

* Name as Desired on Certificate:

Type your name EXACTLY as you would like it to appear on your certificate, including proper spelling and proper capitalization.

Reprints of certificates due to an error are not free.

* Expected Graduation Date:

Payment Information

Total Dues: \$35.00 (includes lifetime membership fee and local chapter dues)

Total: \$35.00

 The total above is the amount the student should pay with cash or check. Please only process this acceptance after you have received payment from the student. You cannot undo this acceptance.



 Process Acceptance

Please note the Payment Information: Total Due. This is the **students local dues** and national dues combined. **You will need to collect this from the student.**