

Paying by Check or Cash (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON “ADD MEMBER PAYING WITH CASH/CHECK” (LEFT NAVIGATION BAR)



The screenshot shows the MHS interface for Alpha Lambda Delta. On the left is a navigation menu with the following items: Dashboard, Chapter Profile, Invitation Groups, Message Templates, Invitee Questions, Invitee Items for Sale, Invitee Items Purchased, Sponsors, Members, Supply Requests, Reports, and Member Management. The 'Add Member Paying with Cash/Check' option is highlighted with a yellow circle. The main content area has a red header with 'ALPHA LAMBDA DELTA' and a sub-header 'Cash/Check Acceptance'. Below the sub-header, there are three paragraphs of text explaining the process and responsibilities of chapter sponsors. At the bottom of the main content area, there is a 'Select Student:' dropdown menu with the text '--- Select a Student ---' and a downward arrow.

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.

Paying by Check or Cash (MHS)

An Alpha Lambda Delta Tutorial

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



Chapter Sponsors

- Dashboard
- Chapter Profile
- Invitation Groups
- Message Templates
- Invitee Questions
- Invitee Items for Sale
- Invitee Items Purchased
- Sponsors
- Members
- Supply Requests
- Reports
- Member Message
- Add Member Paying with Cash/Check**
- Convention Delegates
- My Profile

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, he/she must be in an open invitation group and must have been invited but not yet accepted.

Select Student:

Acceptance Options

Quick Acceptance: Only Required Information Full Acceptance: Required & Optional Information

Quick 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:

*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:

Required Invitee Questions

* Favorite ice cream?

Comments:

Payment Information

Total Dues: \$40.00 (includes lifetime membership fee and local chapter dues)
Total: \$40.00

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.

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.