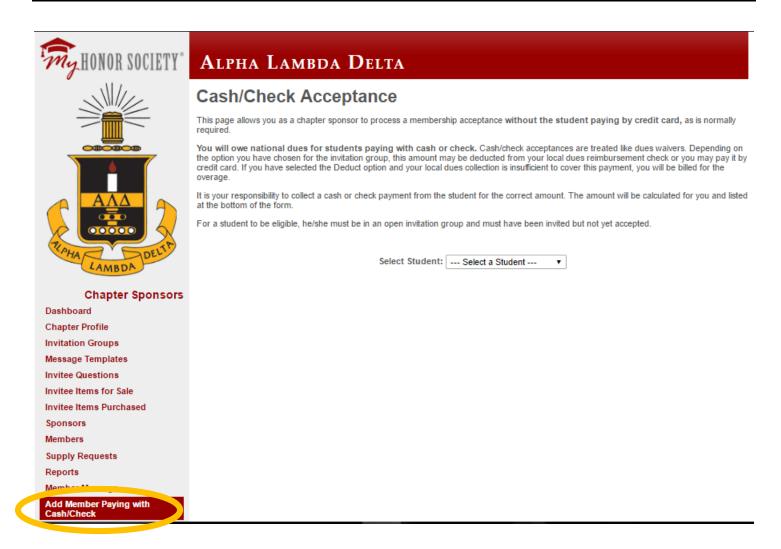
Paying by Check or Cash (MHS)

An Alpha Lambda Delta Tutorial

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



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.

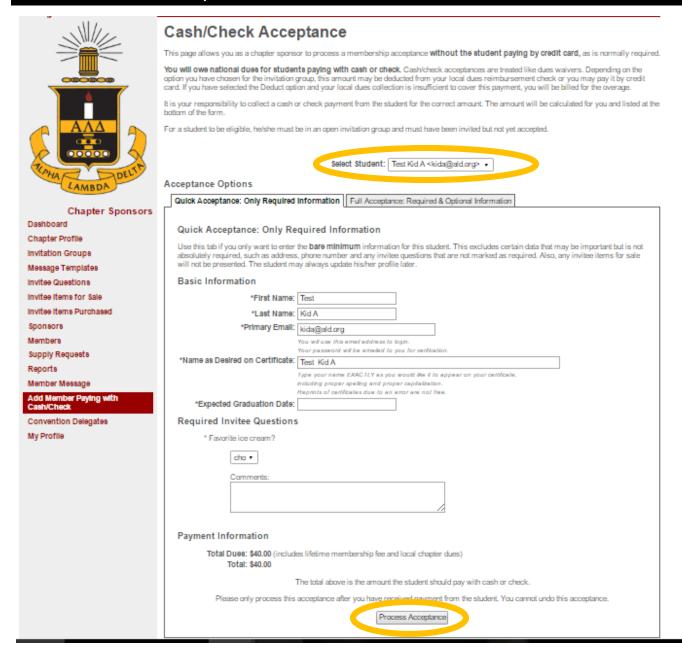
It is your responsibility to collect a cash or check payment from the student for the correct amount. The amount will be calculated for you and listed at the bottom of the form.

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 THE EITHER OF THE "ACCEPTANCE OPTIONS" TABS. WHEN COMPLETE, CLICK "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.