# Waiving Membership Dues (MHS)
*An Alpha Lambda Delta Tutorial*

**STEP 1: SIGN INTO MHS AND CLICK ON "INVITATION GROUPS" (LEFT NAVIGATION BAR). SELECT THE INVITATION GROUP BY CLICKING THE PENCIL.**



**STEP 2: SELECT "INVITEES" TAB, FIND THE STUDENT, AND CLICK THE GREEN 'WAIVE' ICON.**

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**You will be prompted with a reminder stating your chapter is responsible for the National Dues ($25) for this student. Click "OK" if you agree (to process the waiver).**
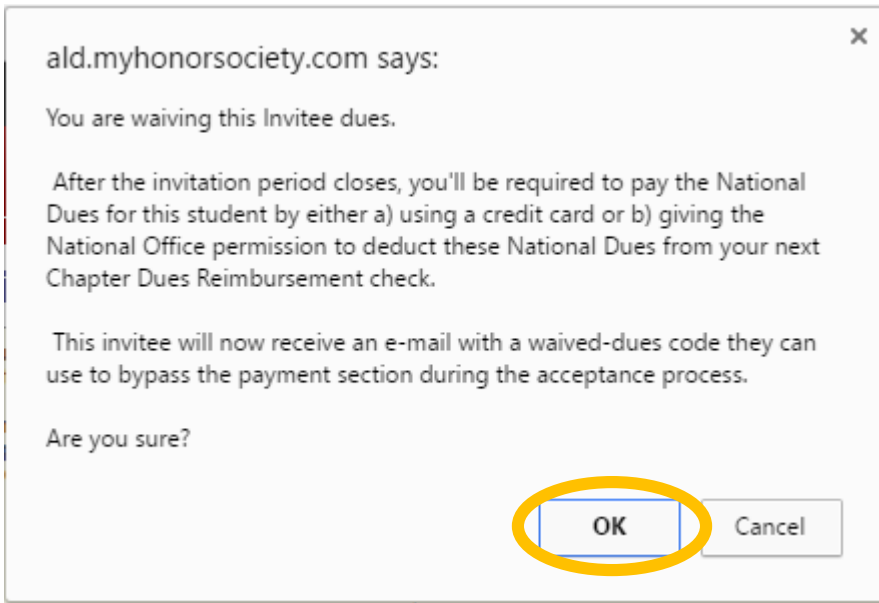


## STEP 3: RECORD THE BYPASS CODE.

**You will then be given a Bypass Code for the student. Record this code and forward to the student so he/she can accept the invitation.**