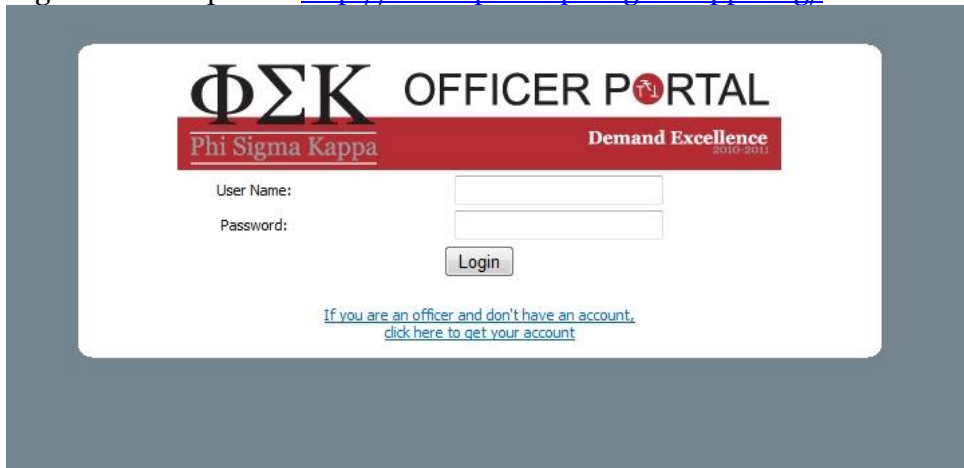


Instructions for Creating Associates on Officer Portal

****Only the President, Treasurer, Secretary, and Inductor may create and report associates****

Steps to create and report associates:

1. Login to officer portal: <http://officerportal.phisigmakappa.org/>



2. Click on: 'Members' on the left hand side of the screen



enneth Rogers
resident
hi Sigma Kappa

[Switch User](#) [Change Office Role](#) [Administration](#) [Form Admin](#) [I Need Help](#) [Logout](#)

Recent Portal Messages (0 messages)

My Officer Calendar July 2012 Add an Entry to My Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Community Service/Philanthropy

Chapter Community Service/Philanthropy Report

- Under membership changes click 'Report New Associates'

Membership Changes

 [Report New Associates](#) [Report Initiation](#) [Change Membership Status](#)

Only show classes from the current year

-
- Click Enter a New Associate Member

[Enter a New Associate Member](#) [Submit Associate Member Class to National Headquarters](#)

- Select the  icon for each row and fill out the information (See Step 6).

Pending New Associate Member List

[Enter a New Associate Member](#) [Submit Associate Member Class to National Headquarters](#)

This screen allows you to enter associate members. Please have the list of new associate members readily available for entry into the Officer Portal. You must enter associate members by ceremony date. Please click the "Enter a New Associate Member" button above to begin entry. To enter a new associate member you must enter their first and last name as well as their email address. It is vital that you enter their email address so that they receive the new member validation email to confirm their membership.

Pending new member record updated				
Name	Telephone	Email Address	Select	Delete
Steve Smith		kenny@Phisigmakappa.org		



- If you need to delete a person, click the trash can icon
 - If you need to add additional people, click Enter a New Associate Member

- Click the Submit Associate Member Class to National Headquarters button

Pending New Associate Member List

[Enter a New Associate Member](#) [Submit Associate Member Class to National Headquarters](#)

This screen allows you to enter associate members. Please have the list of new associate members readily available for entry into the Officer Portal. You must enter associate members by ceremony date. Please click the "Enter a New Associate Member" button above to begin entry. To enter a new associate member you must enter their first and last name as well as their email address. It is vital that you enter their email address so that they receive the new member validation email to confirm their membership.

Pending new member record updated				
Name	Telephone	Email Address	Select	Delete
Steve Smith		kenny@Phisigmakappa.org		

- Enter the Date of Association and click Submit Associate Member Class to National Headquarters button:


What is the association date for these 1 new associate members?

Enter Date of Association:

[Cancel](#) [Submit Associate Member Class to National Headquarters](#)

10. After submitting the system will automatically create an invoice and send it to OmegaFi. You may also print for chapter records.

Associate Member entry is complete



Thank you. Your new membership batch has been completed.

The below invoice has been submitted to OmegaFi, please print for your records!

[Print Invoice](#)

This invoice will have all the charges for your new associate class that the chapter is required to pay

1. You have 4 options for payment:
 - a. Pay through OmegaFi (preferred)
 - b. Pay online at www.phisigmakappa.org
 - c. Send a check or money order and the invoice to: 2925 E. 96th Street | Indianapolis | IN | 46240
 - d. Call the headquarters at 888-846-6851 and pay over the phone by check or credit card.