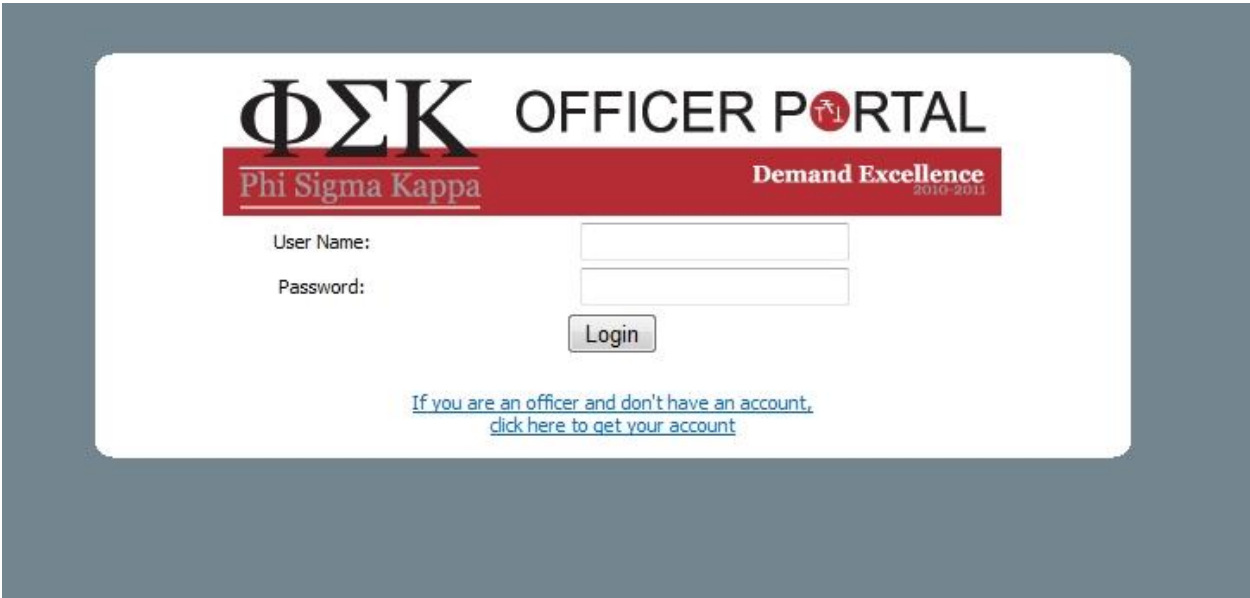


Instructions for Chapter/Chapter adviser to view chapter statement in Officer Portal

1. Log into the <http://officerportal.phisigmakappa.org>



The screenshot shows the login page for the Phi Sigma Kappa Officer Portal. At the top, the Greek letters ΦΣΚ are displayed next to the text "OFFICER PORTAL". Below this, a red banner contains the text "Phi Sigma Kappa" and "Demand Excellence 2010-2011". The login form includes fields for "User Name:" and "Password:", a "Login" button, and a link that reads "If you are an officer and don't have an account, click here to get your account".

2. On the left side, click the Chapter Dashboard.



[Chapter Dashboard](#)

3. From the chapter dashboard screen click on the link that states

[Click here for a current statement for this chapter](#)

Please note that payments made online will not post to this statement until Friday of every week. Checks will show on the chapter statement the day following receipt. This statement updates every night for additions.