

New Member Processing Instructions

Login to your chapter admin account. Choose your role (Faculty Advisor) to arrive at the Chapter Admin Page. Click **View/Process Members**.

Members / Member Approval

Chapter : Central Office

Select Status : Select Status **A**

Request Application Removal: [Removal Form](#) * If checkout option does not open after batch submission click [here](#) to go to checkout. You must have your batch number.

ATTENTION ADVISORS: By clicking that you "approve" a person for membership in Psi Chi you are stating that you have personally verified that person meets all Constitutional requirements for membership. [See requirements.](#)

Applicant Name	Member ID	Email ID	Chapter	Submitted Date	Advisor Review Decision	Payment Received by Chapter	Add to Batch	Batch Number	Verified by CO	Student ID	Induction Date
ad ads	1098330	testing@psichi.org	Central Office	Nov 08, 13	Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	64400	Jul 31, 15		Dec 05, 14
by Reuben t et	1091980	testReuben@test.com	Central Office	Sep 27, 13	Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	64399	Jul 31, 15		Dec 12, 14
flinstone fred Germain Kay	1096114	kgermain1975@gmail.com	Central Office	Oct 24, 13	Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70562			Mar 29, 17

- Select Status **A**** at the top left to "pending" to see only those who need to be approved/declined by you.
- Next, **Approve/Decline** your pending members in the **Advisor Review Decision** column. In the next column to the right, Check Mark **Payment Received by Chapter** and then **Save Changes** (light blue button above list). These members are ready for checkout and will disappear from the Pending page. Continue to Step 3 to find them.
- To create and pay for a BATCH of approved members:** (a) Click **Ready for Batch** to see all members saved with approvals and payments, (b) Click **SELECT INDUCTION DATE **B**** to choose a specific date from the pop-up calendar, (c) Check Mark in the **ADD TO BATCH** column all who will be paid for, (d) Click **Set Payment Batch**, and then (e) Click **Submit Batch** to save this Batch # with your chapter. Next, a pop-up window will appear with your BATCH # (**WRITE IT DOWN**) and your quantity. Click OK.
- You are now ready to start your checkout on the **Membership Fee** page. (a) Enter your batch # or #s in the grey text box on the right. This is required. (b) Edit your quantity for total number you are paying for. (c) Add to cart.



Click "[shopping cart](#)" to proceed.

- In your **"shopping cart"**, you will see your batch # with your quantity and subtotal cost.
 - Continue Shopping** if you need other items to be added.
 - Remember to add **"Discount Code"** if necessary.
 - Add Lapel pin **"Advisor Special"** for \$2.99 if needed.
 - You may see **"Tax"** added below. This will go away on the next page once you enter address, if not in Tennessee.

CHECKOUT

Store Checkout/Login: [CHECKOUT NOW](#)

- Billing Address:**
 - Check **Ship to same address** OR Enter all required(*) fields.
 - Choose yourself from list OR select **-New Address-**
- Choose **Shipping Method**
[CONTINUE](#)
- Choose **Payment Method**
 - Credit Card/Debit Card- OR -Check/Money Order-[CONTINUE](#)
- See our address for mailing check/money orders
651 East 4th Street, Suite 600, Chattanooga, TN 37403
- See confirmed order with all info. [CONFIRM](#)
 - Print Invoice if needed (One will also be emailed to you).