

New Member Processing Instructions

Login to your chapter admin account. Choose your role (Faculty Advisor).

[Continue to Admin Panel](#) to arrive at the Chapter Admin Page. Click **View/Process Members**.

Members / Member Approval

Chapter :

Select Status : **A**

Print Report **Ready for Batch**

Export to Excel **B**

Must enter Induction Date to Submit a Batch

Set Payment Batch

Save Changes **Submit Batch**

Request Application Removal: * 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	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:**
 - 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) **Edit your Quantity** to match the number of members you are paying for. (b) **Type your BATCH # or #s** into the large text response box below. (c) **Add Item** to get this group into your cart.
- Your Cart** page: Membership Batch is listed with subtotal cost. **Choose your shipping option** to see your **GRAND TOTAL**.
 - UPS Ground** is the default chosen for you: 3–5 business days to deliver and trackable
 - Walkin/Pickup in Chattanooga TN:** ONLY if your school is in our local area
 - USPS Standard** is the Postal Service option: 7–10 days but not consistently trackable
 - UPS 2ndDay Air:** Guaranteed 2 business days and trackable
 Click **Checkout** if no other items are needed, or click **Continue Shopping** if you need to add other Merchandise to this invoice. Add those items into your cart and then Checkout.
- Recipient Information: Edit first/last name field** with the advisor name for the shipping label, your school address if needed, and your **e-mail** address to get an e-mailed copy of your invoice/confirmation of order completed. The system may want you to add four more zip code digits.
- Choose payment type** and complete the Billing information. **Proceed to Confirmation** to see the information again. Scroll to the bottom of the page to **Complete Order**.
- Print your invoice from the last page. Mail a copy of the invoice with your check.
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