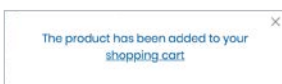


# New Member Processing Instructions

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

1. **Select Status** **A** is already set at "Pending" to see only those who need to be approved/declined by you.
2. 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.
3. **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.
4. 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) Enter your **Induction Date** and edit letters accordingly for (c) Edit your quantity of total number you are paying for (d) Add to Cart



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

5. 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

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