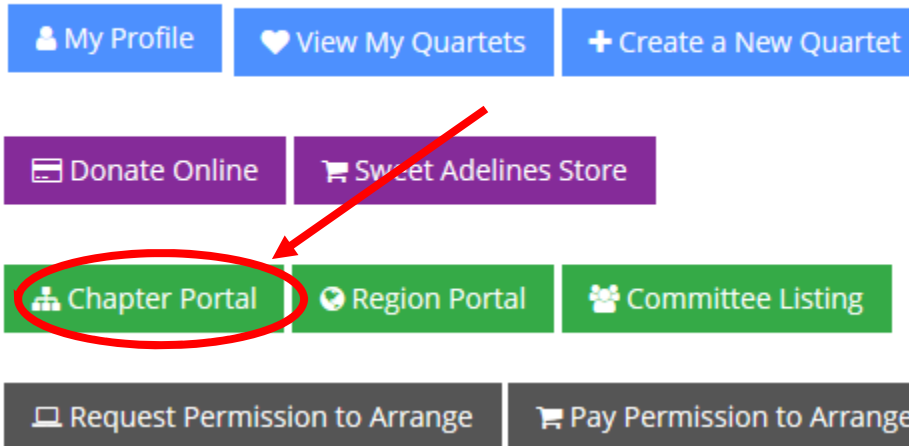


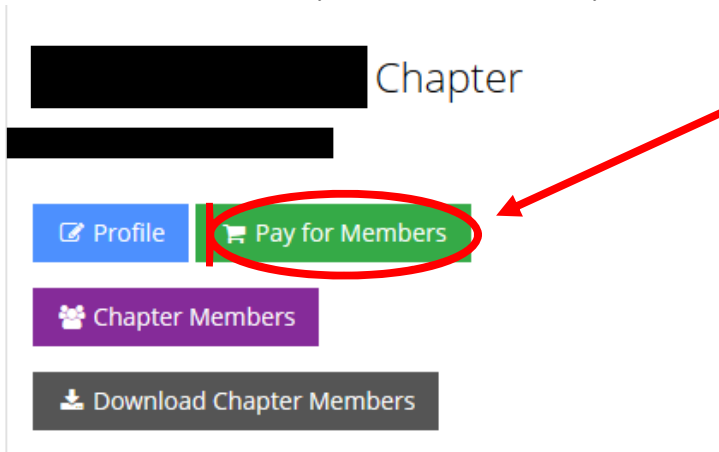
## How to Pay Members' Dues

1. Select "Chapter Portal" from main menu.

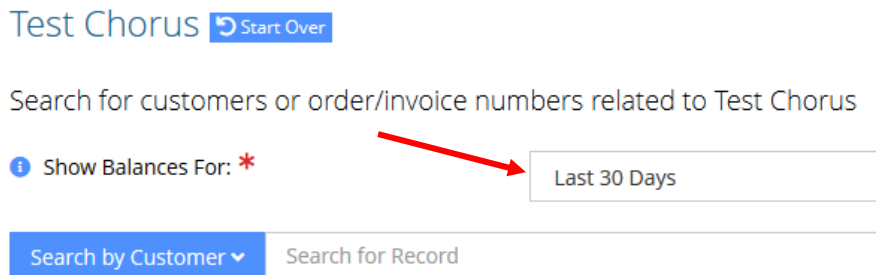
### Members Only Menu



2. You should be directed to your chorus. Select "Pay for Members."



3. You will be shown invoices for the past 30 days. If you do not find a member on this list who needs an invoice, change the "Show Balances For" column to "Past 6 Months."



## Test Chorus [Start Over](#)

Search for customers or order/invoice numbers related to Test Chorus

Show Balances For: \* Past 6 Months

Search by Customer Search for Record

4. Under "Select", check each member you want to pay dues for. Only select members who you know are renewing; international dues are nonrefundable. The total price for all membership renewals will auto populate. Click "Pay" once you have selected all the members you want to pay international dues for.

- a. Note: This example has no open invoices. No members are selected; the total is therefore \$0.00.

open orders/invoices were found.

Select <input type="checkbox"/>	Number	Customer
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- b. When you have selected all members, your total should update. Click "Pay".

View

Total    \$0.00

Pay

5. You will be taken to the Order Summary page.
  - a. Make sure the billing address matches the address of your payment.
  - b. Fill out credit card information.
  - c. Click "Submit Your Order."