A Guide to the DOP Online Membership Portal (2022)
Presented by
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▸ Review of key membership portal functions

▸ You will learn how to:

- ✓ Sign-on as a first-time user
- ✓ Manage your personal account
- ✓ Manage chapter/member accounts (**for assigned chapter officers only**)
- ✓ Chapter dues payment (**for assigned chapter officers only**)
- ✓ Download reports (**for assigned chapter/district officers only**)

ONLY assigned Chapter officers can pay for their member's dues at this time. Individual members however can view/download their membership card and edit their profile photo/contact info.

GETTING STARTED

▸ Visit the Members Tab of our website or go to
https://members.dophq.org
▸ Need help? E-mail dopmembership@ahepa.org
▸ You will be routed to the Sign-in Membership Home Page
▸ Activate your account my clicking on "Forgot password" and resetting your password using the email you provided on your membership application. Your username will be your email.

Username

Username

Password

Password

Sign In

Forgot username? | Forgot password?

CHAPTER DUES PAYMENT PROCESS

➢ If you are a chapter officer, use your login credentials to log in to your member page
➢ Click on the *"Chapter Group Payments"* tab and then click on the Chapter Name

DONATE	CHAPTER GROUP PAYMENTS	REPORTS	EVENTS

Company Sort	Company Id
011-HERMIONE	9633

»

➢ Click on "Pay Members Invoice"

011-HERMIONE   Pay Members Invoice
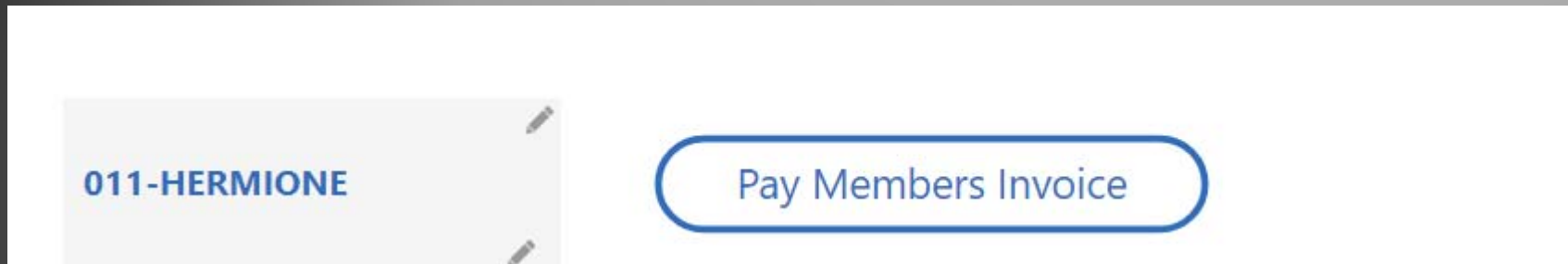
➢ You can pay for all members or uncheck the "Pay" box and select which members you wish to remit dues for. Proceed to checkout once completed.

Show ● All   ○ Pay now   ○ Pay later   ○ Cancelled   ○ Search members

Pay ☑	Member	Description	Balance Due		
▶ ☑	Katie Alafoginis	Reinstate Fee	50.00	Edit	Cancel
▶ ☑	Andrea G. Anayiotos	Reinstate Fee	50.00	Edit	Cancel

➢ Payment options include credit card and e-check. A confirmation receipt will be emailed after payment is complete.

➢ The credit card address entered <u>MUST</u> match the credit card billing address. If the card address does not match, please click on *"Choose another address"* at the bottom to update and click *"OK"* when finished.

➢ Note: If you select "Automatically pay future renewals," you are agreeing to allow the system to auto renew members' annual dues.

Membership Payment Options

◉ Single payment
◯ Automatically pay future renewals

Cart Charges

Invoice total	3,240.00
TRANSACTION GRAND TOTAL	**100.00**

Payment Details

*Payment amount

100.00

Payment method

VISA ▾

PAYING BACK DUES & OFFICER ACCESS

- **Back dues cannot be paid online.** Chapter officers paying back dues (years missed) for members should remit payment to Headquarters via postal mail for processing.

- The top four Chapter Officers have access to their chapter reports (Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer).

- The top four District Officers have access to the chapter reports within their district (District Governor, District Lt. Governor, District Secretary, District Treasurer)

- Under the About Me tab, you can click on the pencil icon and edit the fields excluding the fields mentioned in the previous slide.
- The History tab will show recent transactions
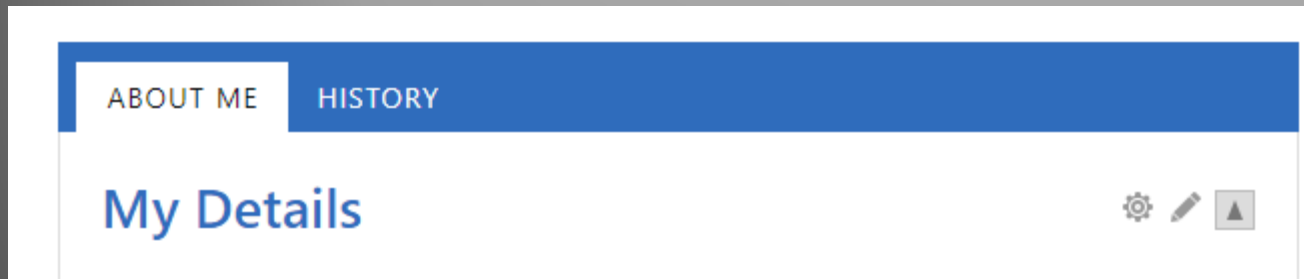
DOWNLOADING ROSTERS & MORE

- To view/download reports, click the *Reports* tab on the top right corner and then click on the link labeled *Rosters &More* which will take you to the report page to download chapter rosters, member labels, chapter billing, and cards. (Chapter Cards for assigned Chapter Officers only)

DONATE   CHAPTER GROUP PAYMENTS   REPORTS   EVENTS

Rosters and More

Select a query | Chapter Active Roster   ⌄ |

Export ▾

|◀ ◀ **1** 2 ▶ ▶| Page: | 1 | of 2 | Go | Page size:

Show all 25

District	Chapter	ID	First Name	Last Name	Full Address	Birthdate	Email

EXPORTING THE REPORT TO DOWNLOAD

- On the report page, the below screen will appear. Choose the reports you wish to view by selecting the report via the **drop down menu** where it says *Select a query*. Select the desired report by clicking on the drop down report menu. Once the report is selected, click on **Export** to download (please note pop-ups must be enabled for reports to download)

- Note: for District or National officers, to select by Chapter number, enter (3) characters– e.g. for chapter 1 enter 001. By District number enter (2) characters – e.g. for district 1 enter 01.

Rosters and More

Select a query   Chapter Active Roster   ⌄

Export ▾

|◀ ◀ **1** 2 ▶ ▶| Page: 1   ☒ Excel

Show all 25   ☰ CSV

〈〉 XML

District   Chapter   ID   First Name   Last Name   Full Address   Birthdate   Email

EXPORTING/PRINT THE CHAPTER BILLING

- To view/download chapter billing, click the *Reports tab* in the top right corner and then click on the link labeled *Chapter Billing* which takes you to the report page to download the report.

- Click the red PDF icon to the left to print the chapter's billing.

DOWNLOADING MEMBERSHIP CARDS

- To print membership cards, click on the **Reports tab** on the right-hand corner of your profile page and click on the link labeled **Membership Cards**

- You may download cards by Member ID, Check No, or Transaction Date. You can also leave the fields blank and click **Run** to print all membership cards in the chapter

- Click on PDF to complete download (please make sure pop-ups are enabled)

- Membership cards can be printed on perforated template Avery 5390.

DOWNLOADING MEMBERSHIP LABELS

- To print membership labels, click on the **Reports tab** on the right-hand corner of your landing page and click on the link labeled **Member Label** .

- Simply click **Run Report** to download all the labels

- Note: for District or National officers, to select by Chapter number, enter (3) characters. By District number enter (2) characters.

- Once the labels appear, click on the *Save Icon* and click on the link in order to export the labels to a PDF document or Word.

- Insert Avery 5160 or 5960 return labels in your printer tray

- If printing from Word, go to Page Layout and select 3 columns before printing.

After you run the report, you can download the data a selecting PDF or Word.

Chapter Id:

District Id:

State/Province: <-- select state -->

Zip Code:

Order results by: Chapter

Run Report