

# A Guide to AHEPA Online Membership

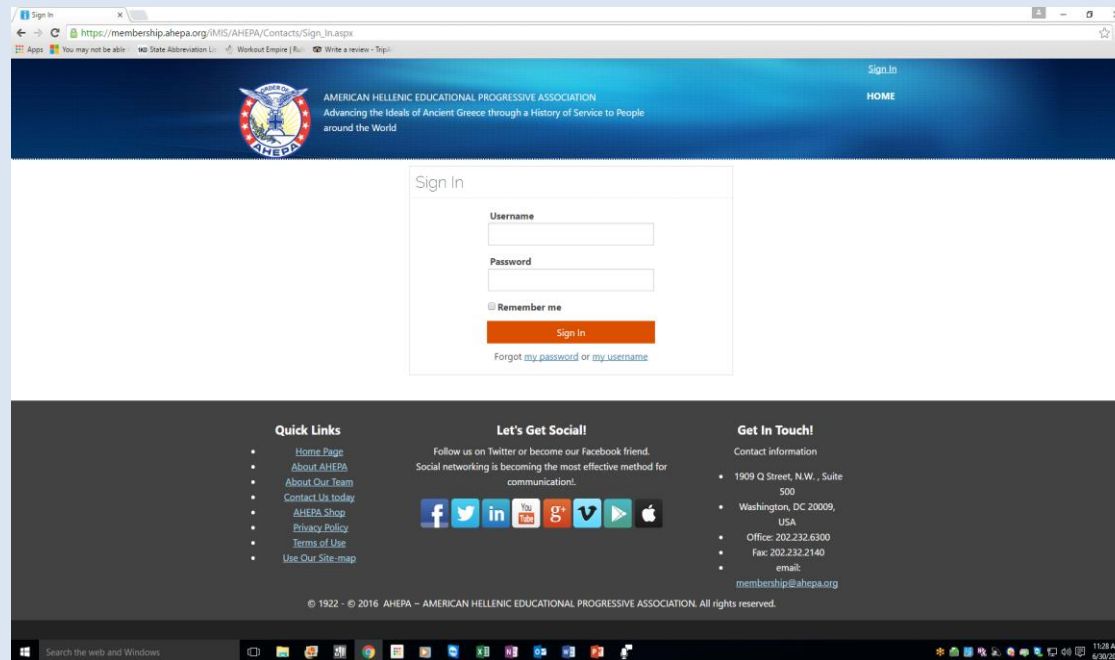
## Presented by

Rosalind N. Ofuokwu, MBA-Director of Membership

- Review of key functions to navigate the membership website.
- You will learn how to:
  - ✓ Sign-on as first-time user
  - ✓ Manage personal account
  - ✓ Manage chapter/member account (for chapter officers only)
  - ✓ Download reports (for officers use only)
  - ✓ Chapter dues payment (for chapter officers only)

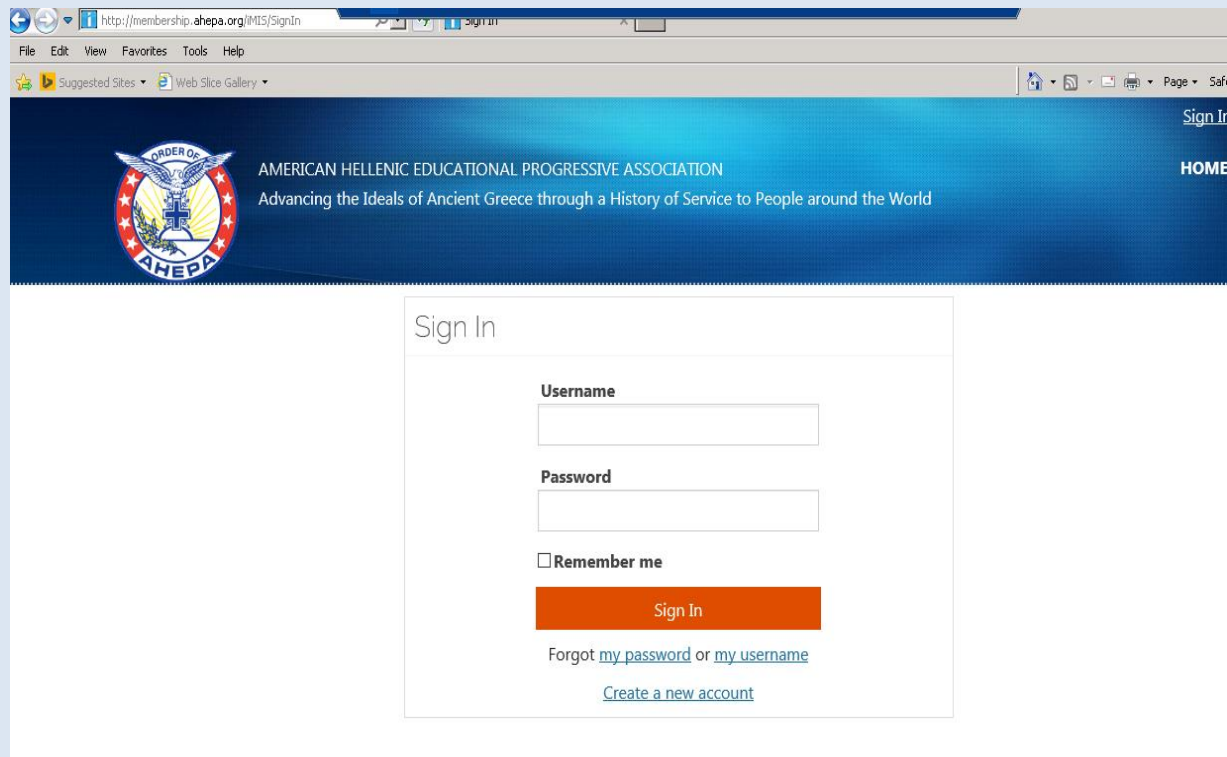
# Q. Where do I find the link for the Online Membership

- Open a web browser (*Chrome, Internet Explorer, Microsoft Edge, Mozilla Firefox*)
- Go to [www.ahepa.org](http://www.ahepa.org) >>click on JOIN>>click on Enter Here
- You will be routed to the Sign-in Membership Home Page – see below screen shot



# Q. How do I activate my online account

- At the Sign-in home page, click the 'Forgot [my password](#)' link

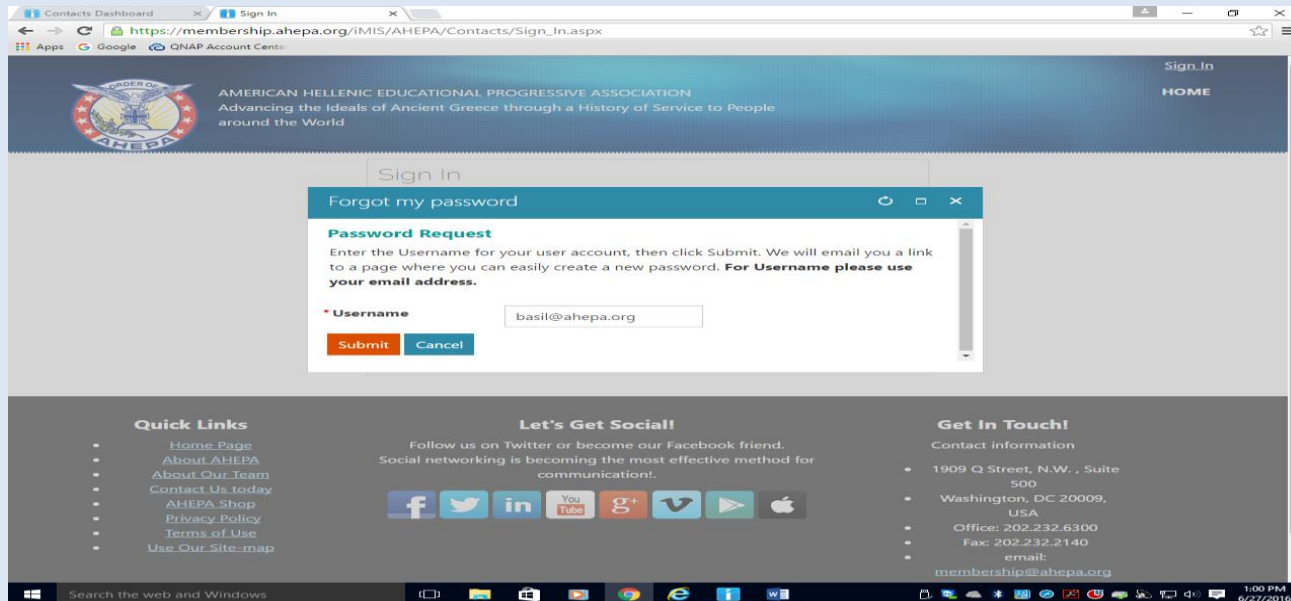


The screenshot shows a web browser window with the URL <http://membership.ahepa.org/IMIS/SignIn>. The page features the AHEPA logo on the left, which includes an eagle and the text "ORDER OF AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION". To the right of the logo, the text reads "AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION" and "Advancing the Ideals of Ancient Greece through a History of Service to People around the World". In the top right corner, there are links for "Sign In" and "HOME". The main content area is titled "Sign In" and contains a form with the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "Remember me".
- An orange "Sign In" button.
- Links for "Forgot [my password](#) or [my username](#)" and "[Create a new account](#)".

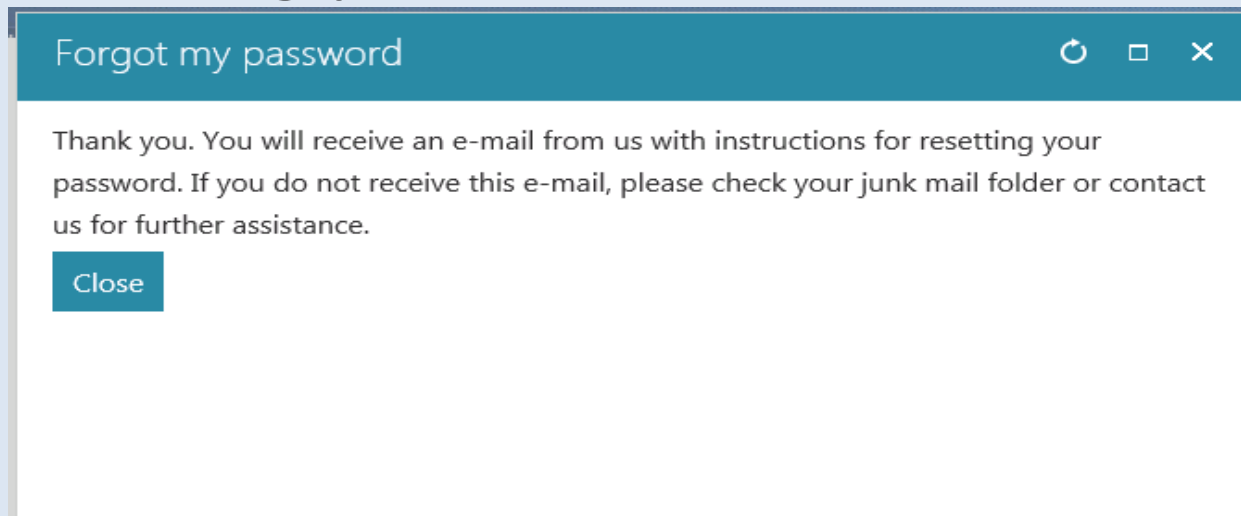
# Q. How do I activate my online account

- A dialog box will open up – see below
- In the 'Username' field, type an email address and hit submit **(please note, the email address is the username and it is the valid email address on file at headquarters)**



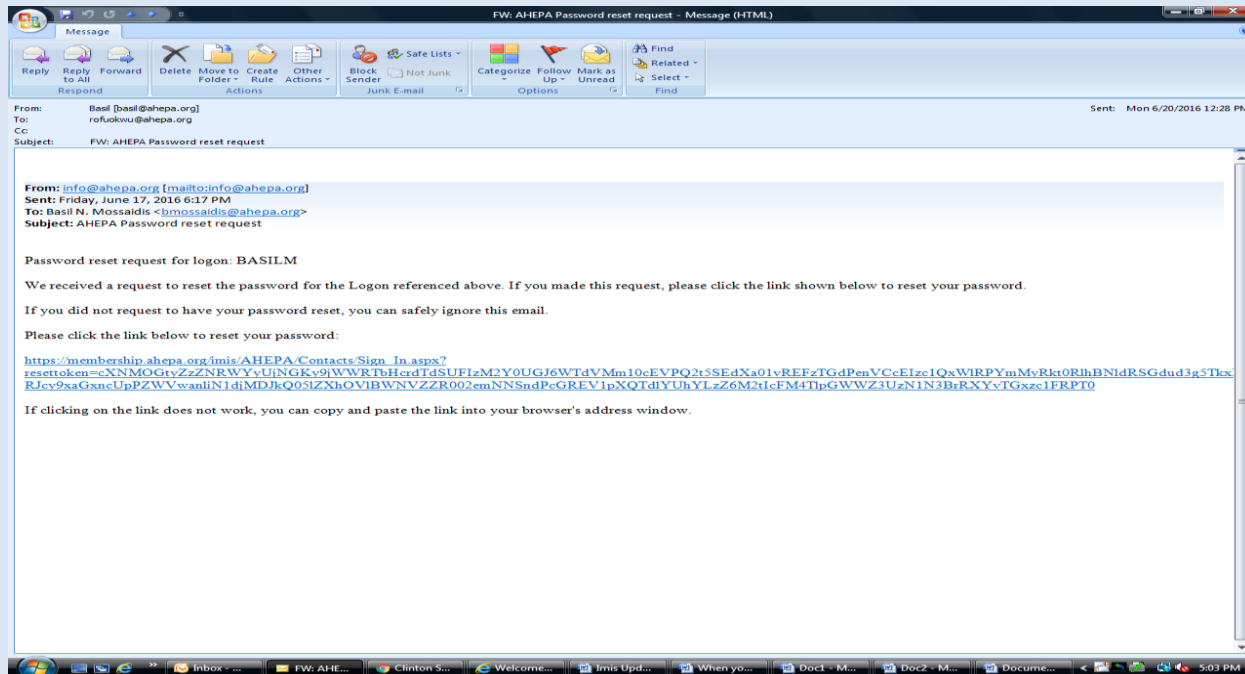
## Q. How do I activate my online account

- Once your email address is submitted, the system validates the address
- A dialog box will open – see below, instructing members to check their inbox for instructions on resetting password. Click on close.



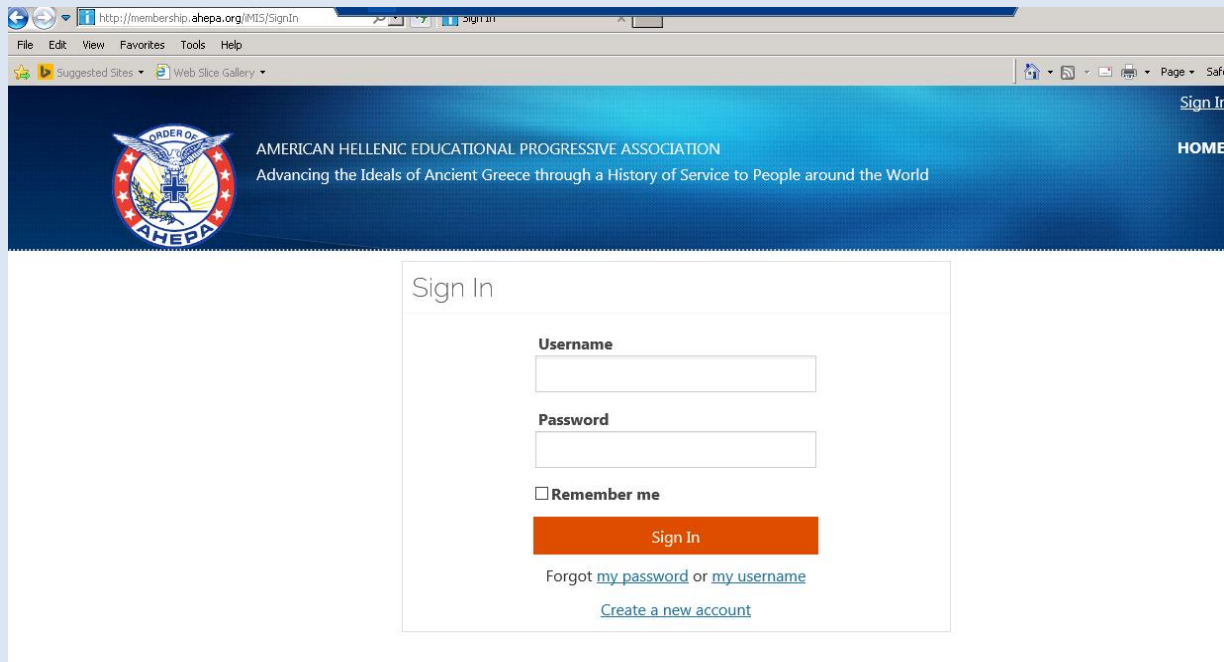
# Q. How do I activate my online account

- In the email instruction, click on the link to reset your password.
- You will be routed to your member page.



# Q. Unable to login (system not recognizing my email)

- Please email [membership@ahepa.org](mailto:membership@ahepa.org) and provide current email address and membershipid. Once email has been updated in the system, you will receive an email to re-activate your account by going to the Sign-in home page – see below screen shot, click the ‘Forgot my password’ link (follow instruction as provided on screen)



The screenshot shows a web browser window with the URL <http://membership.ahepa.org/MTS/SignIn>. The page features a blue header with the AHEPA logo on the left, which includes an eagle and the text "ORDER OF AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION". To the right of the logo, the text reads "AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION" and "Advancing the Ideals of Ancient Greece through a History of Service to People around the World". On the far right of the header, there are links for "Sign In" and "HOME". The main content area is white and contains a "Sign In" form. The form has two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". At the bottom of the form is an orange "Sign In" button. Below the button are two links: "Forgot my password or my username" and "Create a new account".

## **Q. How will Chapter know when a member pays online**

A. When a member pays dues online, headquarters will send a notification to the chapter



## For Chapter officers: General Information on initiating/reinstating member online

- ✓ For chapter whose members were initiated online, in order for membership certificates be mailed, application forms **MUST** be mailed to headquarters (1909 Q St., NW, Ste 500, Washington, DC 20009) **OR** emailed to [membership@ahempa.org](mailto:membership@ahempa.org).

## **Q: Can Headquarters Collect Chapter Dues?**

- According to the IRS, we are a 501(c)(10) operating under a lodge system.
- If Headquarters is to collect chapter and district dues at varied amounts, we would not be operating under a lodge system and would therefore lose our exemption as a 501(c)(10) organization.
- However, if Chapters were to agree on a fixed amount for membership dues, Headquarters would be able to collect the chapter amount and issue the chapter's portion back to the chapter.

# PAYMENT PAYMENT: CHAPTER OFFICER LEVEL


- **Step 1:** If you are a chapter officer, use your username to log in to your member page
- **Step 2:** Click on the “*Chapter Group Payment*” tab (example circled in **red**).

The screenshot shows the AHEPA member portal. The header includes the AHEPA logo and the text "AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION Advancing the Ideals of Ancient Greece through a History of Service to People around the World". The navigation bar has links for HOME, CHAPTER GROUP PAYMENTS (circled in red), REPORTS, DONATE, and EVENTS. The user is logged in as "Be Happy" (Chapter President). The left sidebar shows the user's profile with a "Renew Now" button. The main content area displays the "Chapter Officers" section for "Be Happy" (Chapter President), with a "My Details" tab selected. The details include contact information and membership information.

Chapter Officers	
Be Happy Chapter President	
About Me History	
My Details	
Work phone	
Home phone	
Fax	
Cell phone	
Email	<a href="mailto:behappy@happy.com">behappy@happy.com</a>
Website	
Title	Chapter President
Date of birth	
Gender	Male
Years of Service	1.00
Membership ID	A100707
Join Date	1/1/2016

# DUES PAYMENT: CHAPTER OFFICER LEVEL

- Once you click on the “**Chapter Group Payment**” tab, the member “**Payment Selection**” page opens
- **Step 3:** Select the members you are paying for by clicking on the payment box next to each member’s name.
- Once selection is completed, click on “**Pay Cash Dues**”



AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION  
Advancing the Ideals of Ancient Greece through a History of Service to People  
around the World

[Sign Out](#) [Hi, Be](#)

[HOME](#) [CHAPTER GROUP PAYMENTS](#) [REPORTS](#) [DONATE](#) [EVENTS](#)

[MyAccount](#) » Chapter Group Payments

Open Invoices - Cash

Checked items will be added to your cart charges.

	Bill Date	Name	Title	Billed Amount	Balance
<input checked="" type="checkbox"/>	01/06/2017	David Askin	Membership Reinstating Dues	\$45.00	\$45.00
<input checked="" type="checkbox"/>	01/06/2017	Jones Callins	Membership Renewal Dues	\$45.00	\$45.00
<input checked="" type="checkbox"/>	01/06/2017	Philip Danos	Membership Renewal Dues	\$45.00	\$45.00
<input checked="" type="checkbox"/>	01/06/2017	Kenney Goody	Membership Reinstating Dues	\$45.00	\$45.00
<input type="checkbox"/>	01/06/2017	Roger Hall	Membership Reinstating Dues	\$45.00	\$45.00
<input type="checkbox"/>	01/06/2017	John Jones	Membership Renewal Dues	\$45.00	\$45.00
<input type="checkbox"/>	01/06/2017	William Mellis	Membership Renewal Dues	\$45.00	\$45.00

Pay Cash Dues

# DUES PAYMENT: CHAPTER OFFICER LEVEL

- Once you click on **“Pay Cash Dues”**, you will be routed to the shopping cart
- **Step 4:** On the **“Shopping Cart”** page, you will see the list of members being paid for and the transaction total. Select **“Payment Method”** (Visa, MC, Disc, Amex). Click on **“Submit Order”** when complete.
- **Note:** The card address entered **MUST** match the credit card billing address. If the card address does not match, please click on **“Choose another address”** to update and click **“OK”** when finished

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around the World

HOME CHAPTER GROUP PAYMENTS REPORTS DONATE EVENTS

MyAccount » Chapter Group Payments

Continue Shopping

### Shopping Cart

Items

There are no records.

Update

### Invoices

Invoice Number	Description	Balance	
N/A	Renewal Fees - David Askin	45.00	<a href="#">Pay Later</a>
N/A	Renewal Fees - Jones Callins	45.00	<a href="#">Pay Later</a>
N/A	Renewal Fees - Philip Danos	45.00	<a href="#">Pay Later</a>
N/A	Renewal Fees - Kenney Goody	45.00	<a href="#">Pay Later</a>

### Cart Charges

Invoice Total	180.00
TRANSACTION GRAND TOTAL	180.00

### Payment Details

Bill To:

Payment method:

\*Card number:

\*Name on card:

\*Expiration date:

\*CSC:

Card address: [Choose another address](#)

Submit Order

**FYI:** The **“Pay Later”** link is to remove a name from the shopping cart if the officer decides not to pay prior to completing the payment process.

# DUES PAYMENT: CHAPTER OFFICER LEVEL

- **Step 5:** Once the **‘Submit Order’** link is clicked to complete payment, an order confirmation page opens to view a receipt of your transaction.
- A confirmation receipt of the transaction will be emailed to the email we currently have on file for you. You may also send the receipt to a different email address before exiting the page.
- **Note:** If you sent a confirmation receipt to more than one email, the system will record each email sent as an entry in your financial history.

[Sign Out](#) [Hi\\_Basil](#)

HOME REPORTS

MyAccount > Chapter Group Payments

Order Confirmation

**Order of AHEPA**  
Order of AHEPA, 1909 Q Street, NW, Ste 500, Washington, DC 20009

**Order Date** 4/26/2017

**Payment Method** Visa \*\*\*\*\*9751

**Name on Card** Basil Mossaidis

**Ship To** Basil N. Mossaidis  
808 Wage Dr SW  
Leesburg, VA 20175-3420  
UNITED STATES

Item	Quantity	Price	Total
Invoice: Renewal Fees - Cary Mossaidis	1	45.00	45.00
<b>Invoice Total</b>			45.00
<b>TRANSACTION GRAND TOTAL</b>			45.00

A confirmation is being sent to: basil@ahempa.org

Send another copy to:

# IMPORTANT NOTES

- Officers or individual member can renew membership via credit card online. If you do not wish to pay for dues via credit card, Chapter officers must submit a check to headquarters along with chapter billing or payment list – if paying for new or reinstating member, application form **must** accompany dues remittance as done previously. For Individual member paying dues via online – chapter will be notified of payment
- Back dues cannot be paid online. Chapter officer paying back dues (years missed) for members should remit payment to headquarters for processing.
- The top four Chapter Officers have access to their chapter reports (Chapter President, Chapter Vice President, Chapter Secretary/Recording Secretary, and Chapter Treasurer).
- The top four district officers have access to the chapter reports within their district.

# MANAGING MEMBER INFORMATION (Chapter Officers)

- To manage members' information, click on **Chapter link** (see arrow) on the left corner of your page

The screenshot shows a web browser window with the URL [membership.ahepa.org/IMIS1/AHEPA/?hkey=e8d8fe80-d006-4daa-bedf-f0176a1c19e1](http://membership.ahepa.org/IMIS1/AHEPA/?hkey=e8d8fe80-d006-4daa-bedf-f0176a1c19e1). The page header includes the AHEPA logo and the text "AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION Advancing the Ideals of Ancient Greece through a History of Service to People around the World". The navigation bar contains links: HOME, CHAPTER GROUP PAYMENTS, REPORTS, DONATE, and EVENTS. The user is logged in as "Hi, Be".

On the left side, under "MyAccount » Home", there is a profile for "Be Happy", Chapter President, with the link "700-TESTCHAPT". A red arrow points to this link. Below the profile is a "Renew Now" button.

The main content area is titled "Chapter Officers" and shows a list of officers. The "Be Happy" officer is listed as "Chapter President".

The "My Details" section on the right contains the following information:

My Details	
Work phone	
Home phone	(202) 232-6300
Fax	
Cell phone	
Email	<a href="mailto:behappy@happy.com">behappy@happy.com</a>
Website	
Title	Chapter President
Date of birth	
Gender	Male
Years of Service	1.00
Membership ID	A100707
Join Date	1/1/2016



# MANAGING MEMBER INFORMATION (Chapter Officers)

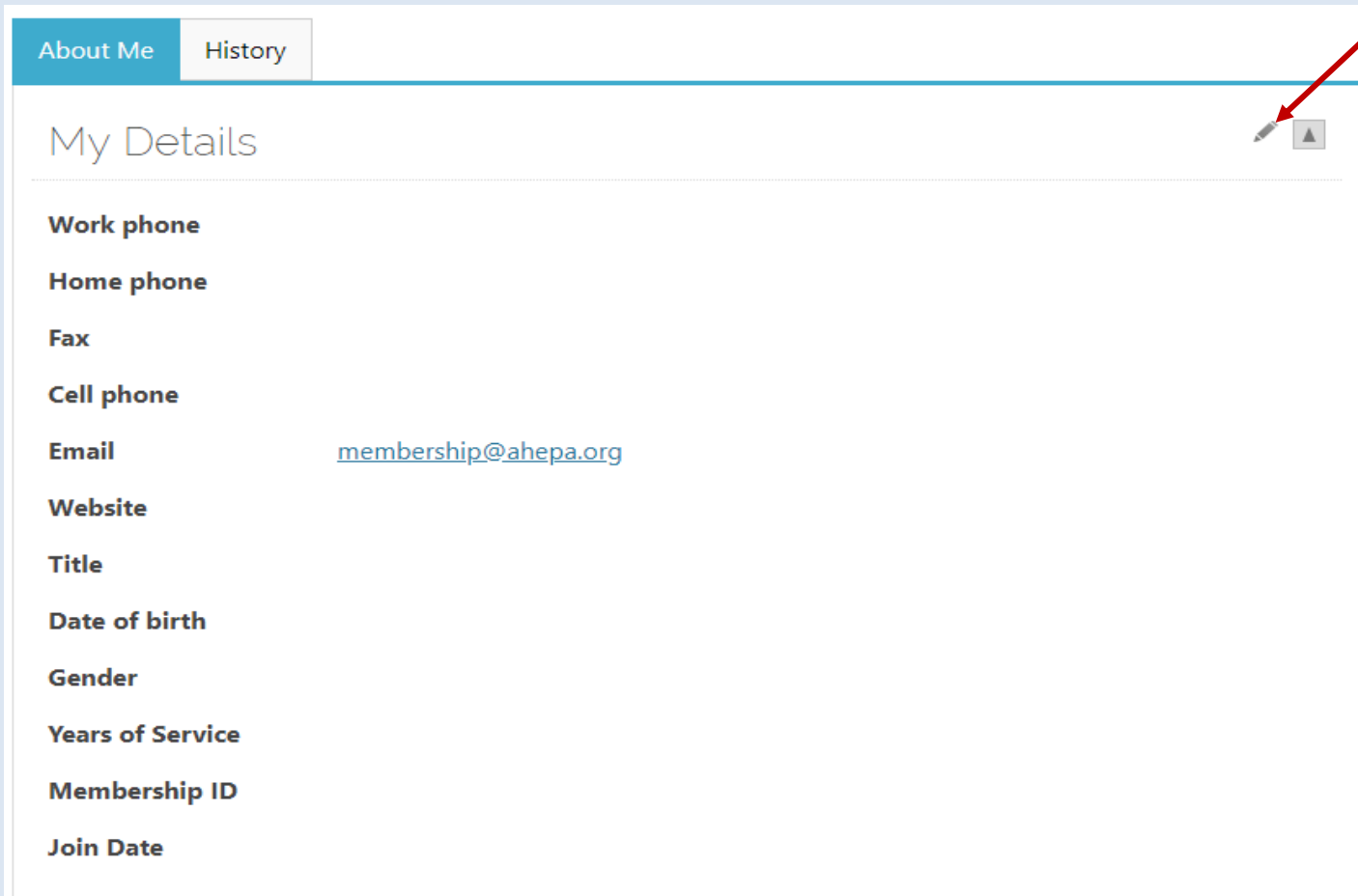
- At the chapter page, click on the member name you wish to update contact information (see below arrow); an edit dialog box opens up; click on the edit button (looks like a pen), once update is completed click on 'Save' – **Note: You cannot edit your Title, Date of Birth, Gender, Years of Service and Membership ID, Join Date, so these fields will be greyed out.**

The first screenshot shows the '700-TESTCHAPT' chapter page. On the left, there's a 'Preferred Mailing' section with a camera icon and a 'Renew Now' button. Below it is a 'Profile' section with fields for District (29-TESTDIST), Chapter Address (Washington, DC), and Website. On the right, the 'ChapterInfo' section shows 'Chapter' (700-TESTCHAPT) and 'Member Type' (Chapter). Below this is an 'Addresses' section with a table showing 'Washington, DC' as the preferred mailing, billing, and shipping address. A red arrow points to the '700-TESTCHAPT' member list, which includes names like David Askin, Jones Collins, Sebastian Collins, James Croft, Philip Danos, Kenney Goody, Roger Hall, Be Happy (Chapter President), Ashton Jones, John Jones, and Pot Luck.

The second screenshot shows the 'MyAccount' page for 'David Askin'. It displays 'Type' (Delinquent Member), 'Paid through' (12/31/2015), and a 'Renew Now' button. To the right, the 'Chapter Officers' section shows 'Be Happy' as the Chapter President. Below this is a 'My Details' section with a table of personal information: Work phone, Home phone, Fax, Cell phone, Email (060901@aaa.ca), Website, Title, Date of birth, Gender (Male), Years of Service, Membership ID (A100705), and Join Date (1/1/2015). A red arrow points to the 'My Details' section, indicating where to click to edit contact information.

# MEMBER PROFILE – ABOUT ME TAB

- Under the About Me tab, click on the pen in the right hand corner (see arrow) to edit your information.
- Note: You cannot edit your Title, Date of Birth, Years of Service, Membership ID or Join Date so these fields will be greyed out.



**About Me** History

My Details

Work phone

Home phone

Fax

Cell phone

Email [membership@ahpa.org](mailto:membership@ahpa.org)

Website

Title

Date of birth

Gender

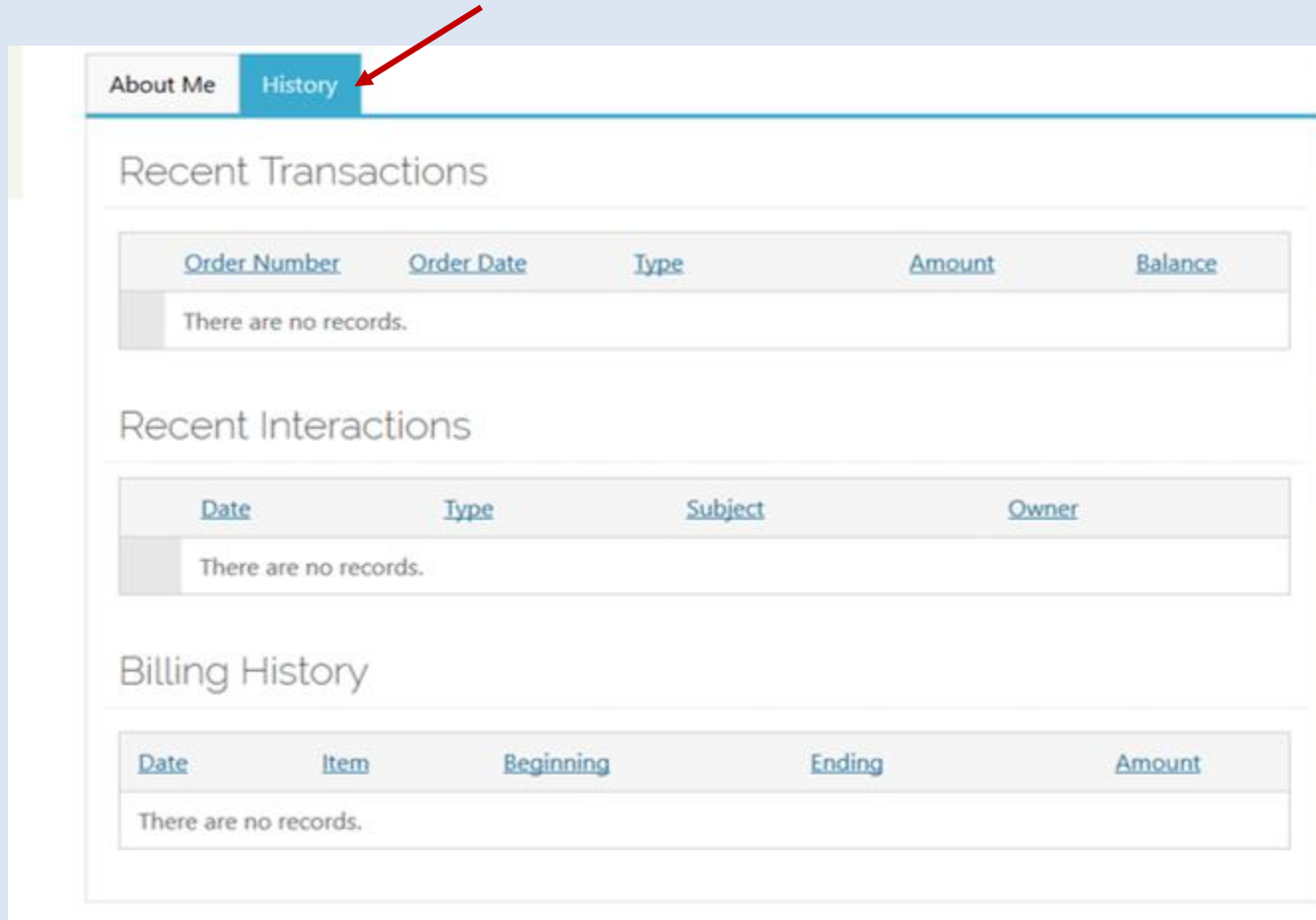
Years of Service

Membership ID

Join Date

# MEMBER PROFILE – HISTORY TAB

- Under the History Tab, you can view recent transactions, interactions and billing history.
- For example, once you pay your membership dues online or any other transaction, you will be able to view the transaction on this tab



The screenshot displays the 'History' tab of a member profile. A red arrow points to the 'History' tab, which is highlighted in blue. Below the tabs, there are three sections: 'Recent Transactions', 'Recent Interactions', and 'Billing History'. Each section contains a table with headers and a message indicating no records are present.

**Recent Transactions**

<a href="#">Order Number</a>	<a href="#">Order Date</a>	<a href="#">Type</a>	<a href="#">Amount</a>	<a href="#">Balance</a>
There are no records.				

**Recent Interactions**

<a href="#">Date</a>	<a href="#">Type</a>	<a href="#">Subject</a>	<a href="#">Owner</a>
There are no records.			

**Billing History**

<a href="#">Date</a>	<a href="#">Item</a>	<a href="#">Beginning</a>	<a href="#">Ending</a>	<a href="#">Amount</a>
There are no records.				

# REPORTS DOWNLOAD

- To view/download reports, click the **Reports tab** in the top right corner and then click on the link labeled **IQA Reports** which takes you to the report page to download chapter rosters; member labels & chapter billing (Chapter Billing download for Chapter Officers only)

The screenshot shows the AHEPA membership website. The header features the AHEPA logo and the text "AMERICAN HELLENIC EDUCATIONAL PROGRESSIVE ASSOCIATION Advancing the Ideals of Ancient Greece through a History of Service to People around the World". The navigation menu includes "HOME", "CHAPTER GROUP PAYMENTS", "REPORTS", "DONATE", and "EVENTS". The "REPORTS" tab is highlighted with a red arrow. The user is logged in as "Be Happy" and is viewing the "My Account" page. The page displays the user's profile information, including their title "Chapter President", membership type "Renewing Member", and a "Renew Now" button. The "My Details" section shows the following information:

My Details	
Work phone	
Home phone	(202) 232-6300
Fax	
Cell phone	
Email	behappy@happy.com
Website	
Title	Chapter President
Date of birth	
Gender	Male
Years of Service	1.00
Membership ID	A100707
Join Date	1/1/2016

# REPORTS DOWNLOAD

- At 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 desired report by clicking on the drop down report menu. Once the report is selected, click on **Export** and on the **Excel icon** to download the report. Once download is completed, click on the download file
- 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. For International chapters, to select by chapter (5) characters, e.g. Greece to select chapter 001, first enter for 'HJ' followed by the (3) chapter character (HJ001) for Canada 'CJ' followed by the chapter number and so forth

IQA Reports

membership.ahepa.org/MIS1/AHEPA/Reports/IQA\_reports/AHEPA/IQA/IQA\_Reports.aspx?nkey=c0ff8d98-a103-457f-af25-4ea3b6283d25

Sign Out Hi, Be

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HOME CHAPTER GROUP PAYMENTS REPORTS DONATE EVENTS

MyAccount Reports IQA reports

Please click the green Excel icon below to download the data.

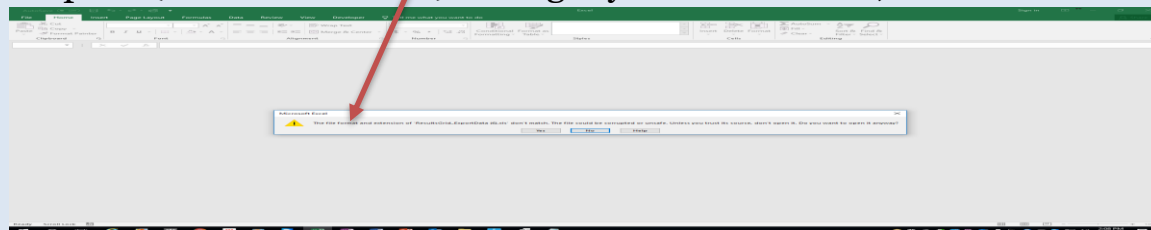
IQA Reports

Select a query Chapter Active Roster

Export

DistrictID	ChapterID	MemberID	Prefix	Full Name	Suffix	Full Address	BirthDate	email
29-TESTDIST	700-TESTCHAPT	A100701		Jones Collins		1909 Q Street NW Ste 500 Washington, DC 20009-1050 UNITED STATES		051202@aaaa.ca
19-NATIONAL	700-TESTCHAPT	A233531	Atty	Sebastian Collins		1900 S St., NW Washington, DC 20009 UNITED STATES	01/01/1974	ngoziima@vision.net

- An excel dialog box opens (see below screen) asking if you trust the file, click **“YES”** to complete the download



# REPORTS DOWNLOAD

- **Chapter Officers:** Please note when downloading delinquent roster, select by '**Paid Through Date**' – which is by date range – online delinquency range starts from the year **12/31/2010 – 12/31/2017**

# 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



- To print the billing, click on the **PDF** icon to download for print

[MyAccount](#) » [Reports](#) » Invoice by active chapter



1

of 1



Find | Next

ORDER OF

RETURN TO NATIONAL HEADQUARTERS, WITH REMITTANCE

**AHEPA**

**CHAPTER BILLING**

Founded July 26,  
1922

APPLICATION FOR NEW AND REINSTATED MEMBERS

**MUST ACCOMPANY THIS FORM**

Page: 1

DISTRICT

CHAPTER NO. & LOCATION

DATE

04

515-BASIL N MOSSAIDIS  
Broomall PA

2/8/2018

MEMBER NAME (Last, First)

PAID THRU

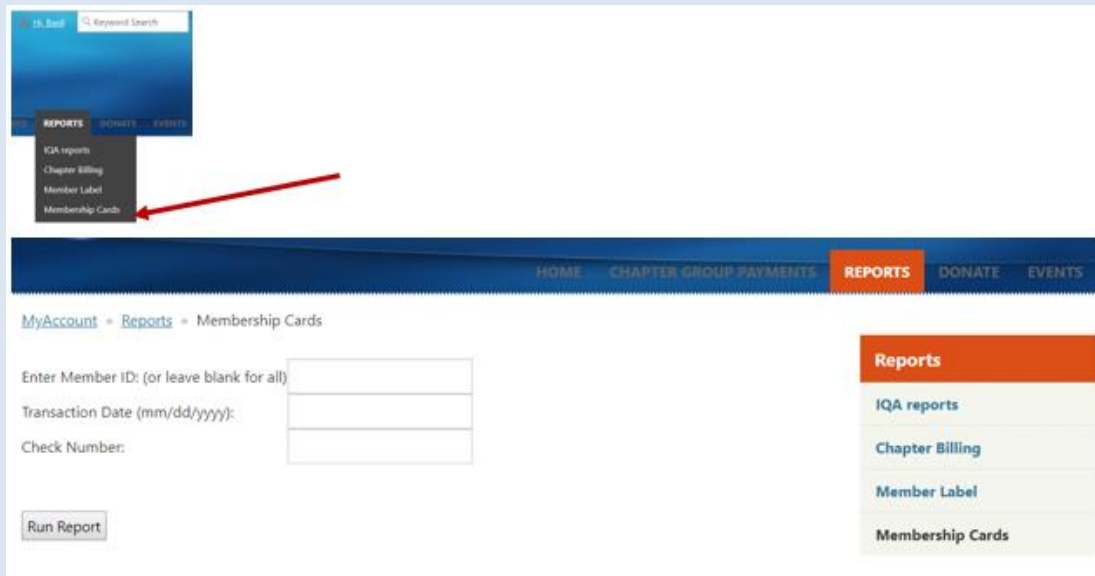
AMOUNT  
DUE

MEMBER NO.

AMOUNT PAID

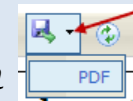
# REPORTS DOWNLOAD – MEMBERSHIP CARDS

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



The screenshot shows a web interface with a top navigation bar containing links for HOME, CHAPTER GROUP PAYMENTS, REPORTS, DONATE, and EVENTS. The REPORTS tab is highlighted. A dropdown menu is open under REPORTS, showing options: IQA reports, Chapter Billing, Member Label, and Membership Cards. A red arrow points to the Membership Cards option. Below the navigation bar, the breadcrumb trail reads 'MyAccount > Reports > Membership Cards'. There are three input fields: 'Enter Member ID: (or leave blank for all)', 'Transaction Date (mm/dd/yyyy):', and 'Check Number:'. A 'Run Report' button is at the bottom left. On the right side, there is a 'Reports' sidebar with links for IQA reports, Chapter Billing, Member Label, and Membership Cards.

- You may download cards by:
- MemberID
- Check Number
- Transaction Date (This option is ONLY for online credit card payment)
- Click **Run Report**.
- At the membership card report page, click on the **Save Icon**
- Click on PDF to complete download (please make sure pop-up is unblocked)






# REPORTS DOWNLOAD – MEMBER LABELS

- To print labels, click on the **Reports tab** on the right corner of your landing page and click on the link labeled **Member Label** and below screen appears
- **Note:** for District or National officers, to select by Chapter number, enter (3) characters. By District number enter (2) characters. For International chapters, to select by chapter (5) characters, e.g. Greece to select chapter 001, first enter 'HJ' followed by the (3) chapter character (HJ001) for Canada 'CJ' followed by the chapter number and so forth

The screenshot displays the MemberLabelWeb application interface. The browser address bar shows the URL: [membership.ahpea.org/IMIS1/AHEPA/Reports/Member\\_Label/IQA\\_Reports/MemberLabelWeb.aspx?hkey=7f3a13ed-1167-44e3-9480-7684617a8f11](http://membership.ahpea.org/IMIS1/AHEPA/Reports/Member_Label/IQA_Reports/MemberLabelWeb.aspx?hkey=7f3a13ed-1167-44e3-9480-7684617a8f11). The navigation bar includes links for HOME, CHAPTER GROUP PAYMENTS, REPORTS (highlighted), DONATE, and EVENTS. The user is logged in as 'Hi, Be' and can click 'Sign Out'.

The main content area shows the breadcrumb trail: [MyAccount](#) > [Reports](#) > Member Label. Below this, a message states: "After you run the report, you can download the data as a pdf by clicking the save button  and selecting PDF.".

The form includes the following fields:

- State/Province: <-- select state -->
- Zip Code:
- Order results by: Chapter
- Run Report button

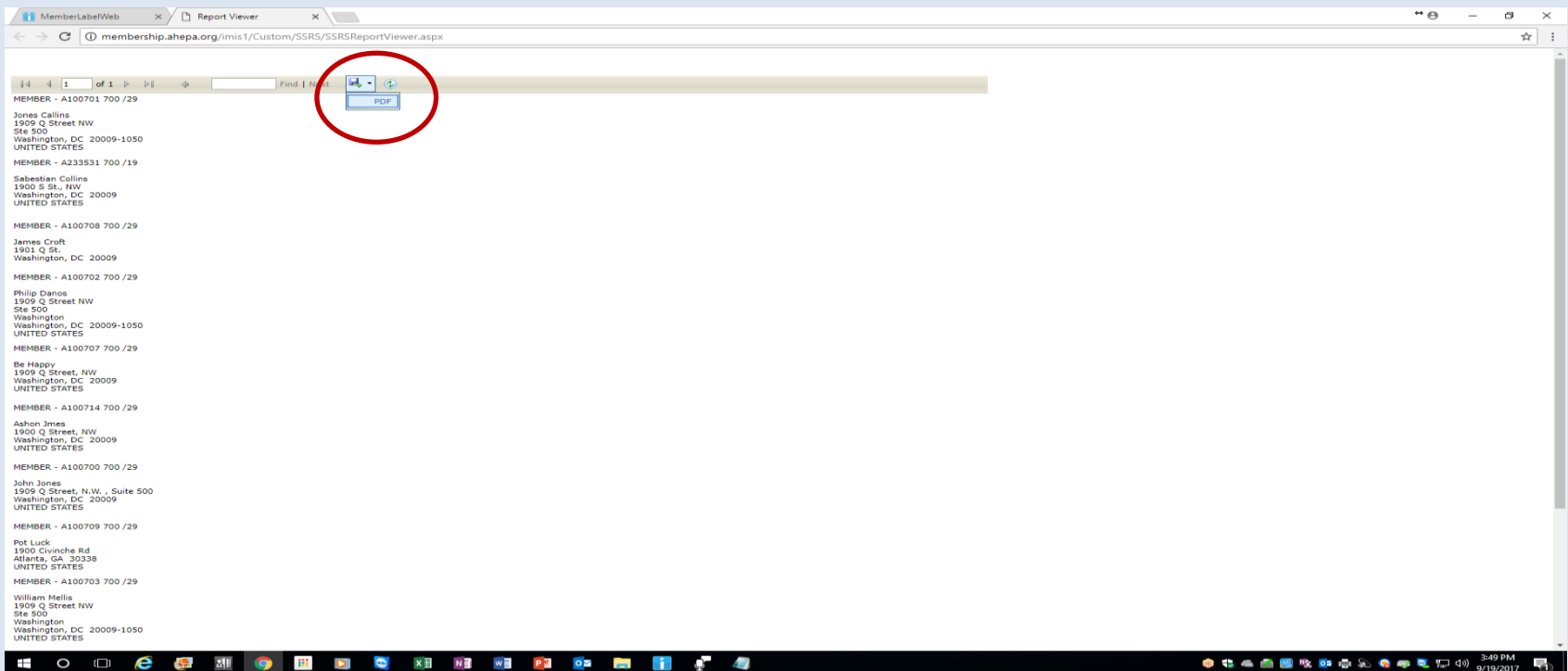
On the right side, there is a 'Reports' sidebar with two options: 'IQA reports' and 'Member Label'. A red arrow points to the 'Member Label' option.

The Windows taskbar at the bottom shows the time as 3:50 PM on 9/19/2017.

# REPORTS DOWNLOAD – MEMBER LABELS

## Member Labels

- Click **Run Report**.
- Once the labels appear, click on the **Save Icon** (circled below) 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 and print
- If printing from Word, go to Page Layout and select 3 columns before printing



# General Information

- Please feel free to contact headquarters at [membership@ahempa.org](mailto:membership@ahempa.org) should you have any questions
- Membership website: Go to [www.ahempa.org](http://www.ahempa.org)  
>>click on JOIN>>click on Enter Here
- Video tutorial link on how to navigate the site:**some features/procedures may have changed or updated since launch of 2016)**  
<http://bit.ly/2qvgTF5>