

A Guide to AHEPA Online Membership

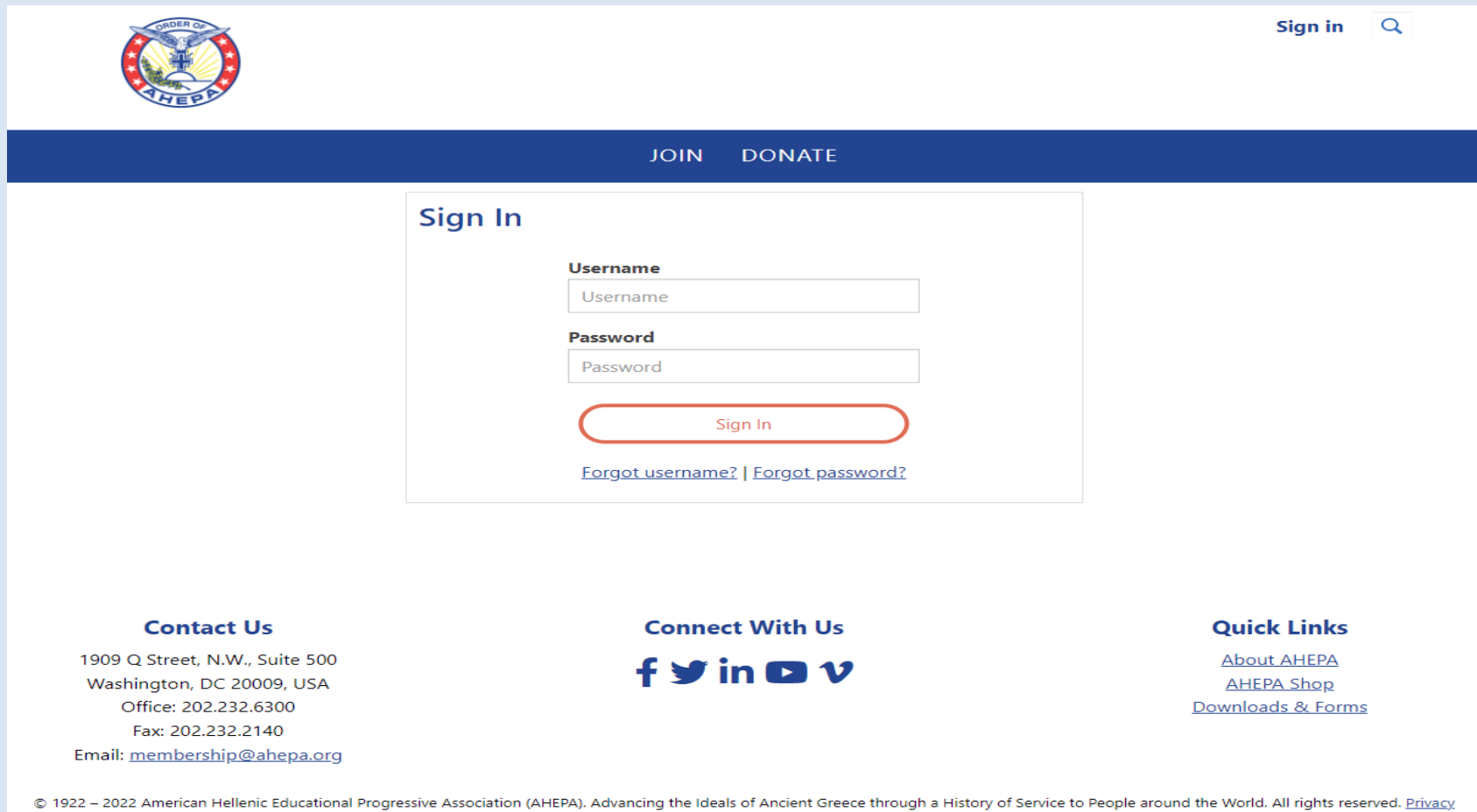
Presented by

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**)
 - ✓ Chapter dues payment (**for chapter officers only**)
 - ✓ Download reports

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

- Go to <https://members.ahepa.org>
- You will be routed to the Sign-in Membership Home Page – see below screen shot



The screenshot shows the AHEPA Sign In page. At the top left is the AHEPA logo, and at the top right is a 'Sign in' link with a magnifying glass icon. Below the logo is a dark blue navigation bar with 'JOIN' and 'DONATE' links. The main content area is titled 'Sign In' and contains a form with 'Username' and 'Password' fields, a 'Sign In' button, and links for 'Forgot username?' and 'Forgot password?'. The footer is divided into three sections: 'Contact Us' with address and phone information, 'Connect With Us' with social media icons, and 'Quick Links' with links to 'About AHEPA', 'AHEPA Shop', and 'Downloads & Forms'. A copyright notice is at the very bottom.

**ORDER OF
AHEPA**

Sign in

JOIN DONATE

Sign In

Username

Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

Contact Us

1909 Q Street, N.W., Suite 500
Washington, DC 20009, USA
Office: 202.232.6300
Fax: 202.232.2140
Email: membership@ahempa.org

Connect With Us

f t in y v


Quick Links


[About AHEPA](#)
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Q. How do I activate my online account

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



Sign in 

JOIN DONATE

Sign In






Username

Password

[Sign In](#)

[Forgot username?](#) | [Forgot password?](#)

Contact Us
1909 Q Street, N.W., Suite 500
Washington, DC 20009, USA
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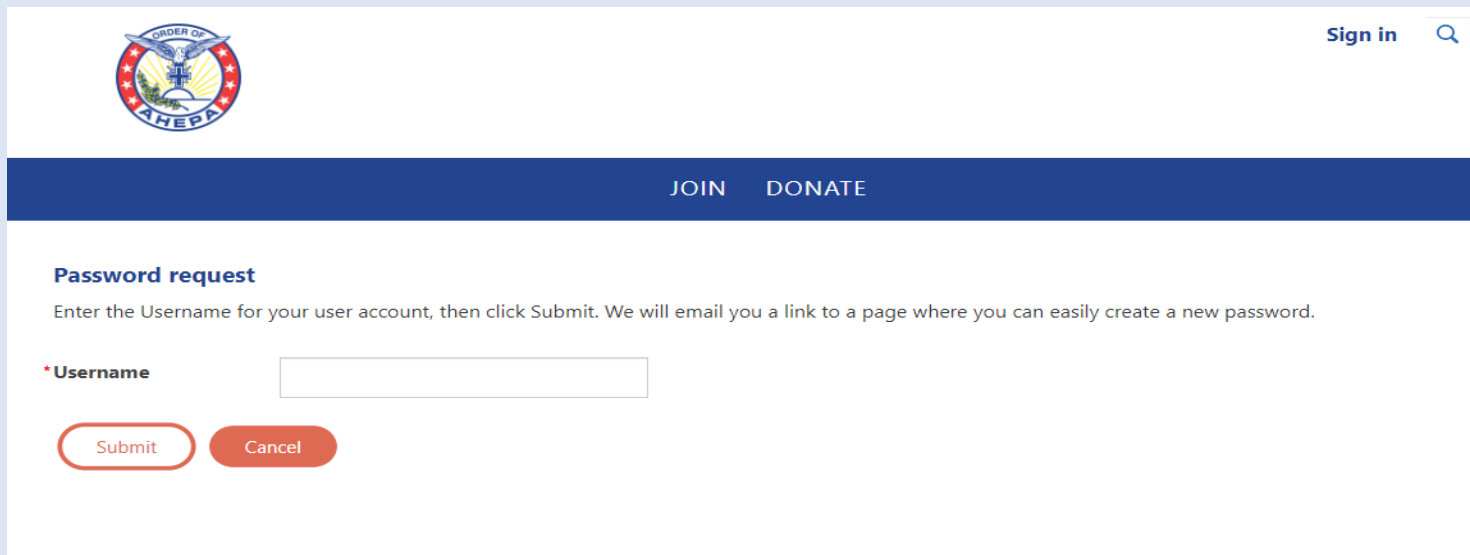
Connect With Us
    

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[Downloads & Forms](#)



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Q. How do I activate my online account

- Once you click on the forgot [my password](#) link
- A dialog box will open up – see below screen shot
- At the 'Username' field, enter an email address and hit submit **(please note, the email address entered will be cross referenced to the email address on file at headquarters to complete your request to activate your online account)**



The screenshot shows the AHEPA website's password request interface. At the top left is the AHEPA logo, and at the top right is a 'Sign in' link with a magnifying glass icon. Below the header is a dark blue navigation bar with 'JOIN' and 'DONATE' links. The main content area is titled 'Password request' and includes a brief instruction: 'Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.' Below this is a form with a label '*Username' and an empty text input field. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

 [Sign in](#) 

[JOIN](#) [DONATE](#)

Password request

Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.

*Username

[Submit](#) [Cancel](#)

Q. How do I activate my online account

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



[Sign in](#)



[JOIN](#) [DONATE](#)

Thank you. If the username entered is associated with a valid email address, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance.

Close

Q. How do I activate my online account

- Click on the link as provided to reset your password.

• AHEPA Password reset request

Yahoo/Inbox ★



• **membership@ahepa.org** <membership@ahepa.org>
To: Rosalind Ofuokwu

Thu, Feb 3 at 1:48 PM ★

We received a request to reset the password. If you made this request, [go to the password reset page](#). This link is valid for 20 minutes after the time it was requested.

If you did not request to have your password reset, you can safely ignore this email.

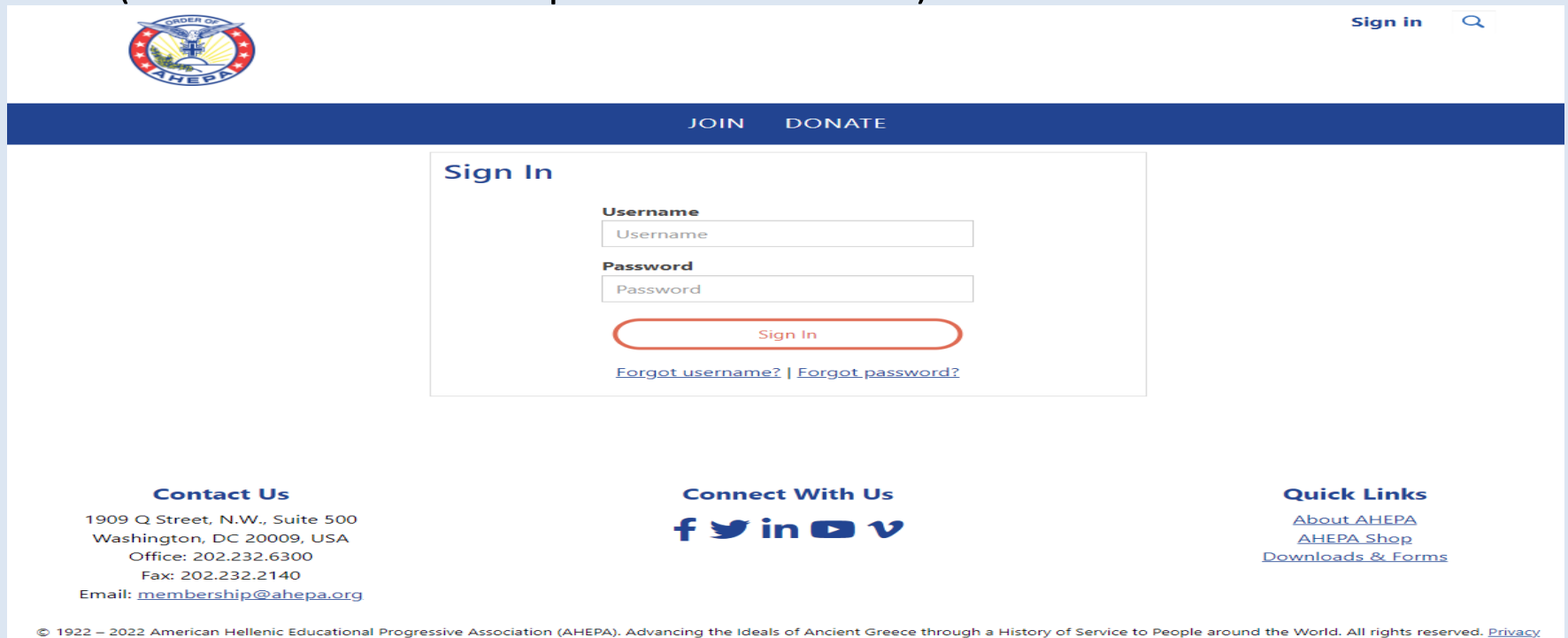
If clicking on the link does not work, you can copy and paste the following link into your browser's address window.

[https://members.ahepa.org/AHEPA/Contacts/Sign_In.aspx?](https://members.ahepa.org/AHEPA/Contacts/Sign_In.aspx?resettoken=OURFeml4U1ImcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhdDZZVlIHUW9HRStLbkdFT002N29YN0hONTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ)

[resettoken=OURFeml4U1ImcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhdDZZVlIHUW9HRStLbkdFT002N29YN0hONTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ](https://members.ahepa.org/AHEPA/Contacts/Sign_In.aspx?resettoken=OURFeml4U1ImcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhdDZZVlIHUW9HRStLbkdFT002N29YN0hONTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ)

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

- Please email membership@ahempa.org and provide your current email address and membership ID. 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 instructions as provided on screen)



The screenshot shows the AHEPA website's sign-in interface. At the top left is the AHEPA logo, and at the top right are links for 'Sign in' and a search icon. A dark blue navigation bar contains 'JOIN' and 'DONATE' links. The main content area features a 'Sign In' section with a 'Username' field, a 'Password' field, and a red 'Sign In' button. Below the button are links for 'Forgot username?' and 'Forgot password?'. The footer is divided into three columns: 'Contact Us' with address and email information, 'Connect With Us' with social media icons, and 'Quick Links' with links to 'About AHEPA', 'AHEPA Shop', and 'Downloads & Forms'. A copyright notice is at the very bottom.

Sign In

Username

Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

Contact Us
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Washington, DC 20009, USA
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Email: membership@ahempa.org

Connect With Us
[f](#) [t](#) [in](#) [v](#) [v](#)

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

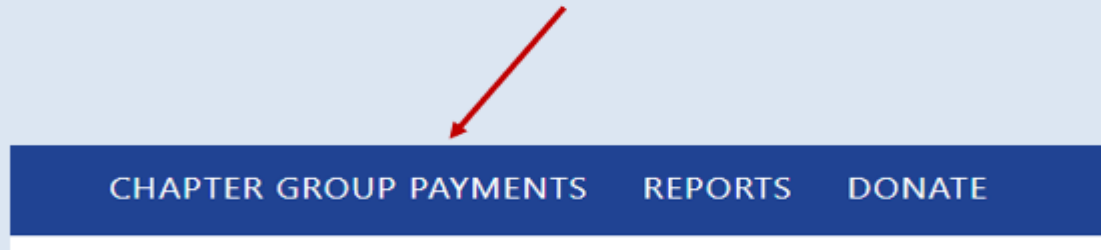
- ✓ For chapters whose members were initiated online, in order for “Membership Certificates” to be mailed, endorsed application forms **MUST** be mailed to Headquarters (1909 Q St., NW, Ste 500, Washington, DC 20009) **OR** emailed to membership@ahempa.org.

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.

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 Payment**” tab



- Click on chapter link (circled in red)


A screenshot of the AHEPA member portal. At the top left is the AHEPA logo. At the top right are links for 'Sign out', 'Cart', and a user profile 'Hi, Test Member1'. Below this is a dark blue navigation bar with white text for 'CHAPTER GROUP PAYMENTS', 'REPORTS', 'DONATE', and 'EVENTS'. The main content area shows a breadcrumb 'MyAccount > Chapter Group Payments' and a heading 'Select Company'. Below this is a table with two columns: 'Company_Sort' and 'Company_Id'. The first row of the table has '700 TEST CHAPTER' in the first column and '900724' in the second column. The text '700 TEST CHAPTER' is circled in red.

Company_Sort	Company_Id
700 TEST CHAPTER	900724

CHAPTER DUES PAYMENT PROCESS (CONT'D)

➤ Click on “Pay Members Invoice”

CHAPTER GROUP PAYMENTS REPORTS DONATE



ID 331 | Member type Chapter | Category Status Active

Pay Members Invoice

CHAPTER DUES PAYMENT PROCESS (CONT'D)

- To begin payment, uncheck the **“Pay”** box for selection
- Expand the **“Page size”** by highlighting the default number and enter number as shown on the **“Item section”**. E.g. below screen shows 31
- Click “Proceed to Checkout” once selection is completed

	Count	Amount
Members with balance due	31	1,395.00
Total selected for payment	31	1,395.00

Show ☒ All ☐ Pay now ☐ Pay later ☐ Cancelled ☐ Search members

	Pay	Description	Balance Due		
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Renewal Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel
▶	<input checked="" type="checkbox"/>	Reinstatement Dues	45.00	Edit	Cancel

Page: 1 of 4 Go Page size: 10 Change Item 1 to 10 of 31

Proceed to Checkout

- Important note: Please **DO NOT** click on **“Edit”** or **“Cancel”** - this is a system administrator function

CHAPTER DUES PAYMENT PROCESS (CONT'D)

- **Added payment method option (E Check) – you can now pay dues by check**
- **Note:** The credit 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

The screenshot displays the 'Invoices' section with a table listing an invoice for 'Cash-331' with a balance due of 1,395.00 and a 'Pay Now' button for 45.00. Below this is the 'Membership Payment Options' section, which includes radio buttons for 'Single payment' (selected) and 'Automatically pay future renewals'. To the right, the 'Cart Charges' section shows the 'Invoice total' as 1,395.00 and the 'TRANSACTION GRAND TOTAL' as 45.00. The 'Payment Details' section contains fields for 'Bill to' (515-BASIL N MOSSAIDIS), 'Payment amount' (45.00), 'Payment method' (VISA), 'Name on card' (515-BASIL N MOSSAIDIS), and 'Card' information (Card number, MM/YY, CSC, and Postal code). A red 'Submit Order' button is located at the bottom right.

Invoice Number	Description	Balance Due	Pay Now
Cash-331	Renewal Fees	1,395.00	45.00

Membership Payment Options

☒ Single payment
☐ Automatically pay future renewals

Cart Charges

Invoice total	1,395.00
TRANSACTION GRAND TOTAL	45.00

Payment Details

* Bill to: 515-BASIL N MOSSAIDIS

Payment amount: 45.00

Payment method: VISA

* Name on card: 515-BASIL N MOSSAIDIS

* Card: Card number, MM/YY, CSC, Postal code

Submit Order

- **Important note: By selecting “Automatically pay future renewals, you are agreeing for the system to auto renew members annual dues**

DUES PAYMENT: CHAPTER OFFICER LEVEL

- Once the dues order is submitted, confirmation receipt of the transaction will be emailed to the email address currently on file. 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.

Order confirmation

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

Order date Tuesday, February 1, 2022

Payment method Check Number: 11111

Sold to 700 Test Chapter

Item	Quantity	Price	Total
Invoice Cash-900724: Renewal Fees	1	135.00	135.00
Invoice total			135.00
Transaction grand total			135.00
Payment amount			45.00
Balance due			90.00

A confirmation email was not sent because an email address is missing. Enter an email address below to resend the order confirmation.

Send another copy to

Send

IMPORTANT NOTES

- **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. (District Governor, District Lt. Governor, District Secretary, District Treasurer)

MANAGING MEMBER INFORMATION (Chapter Officers)

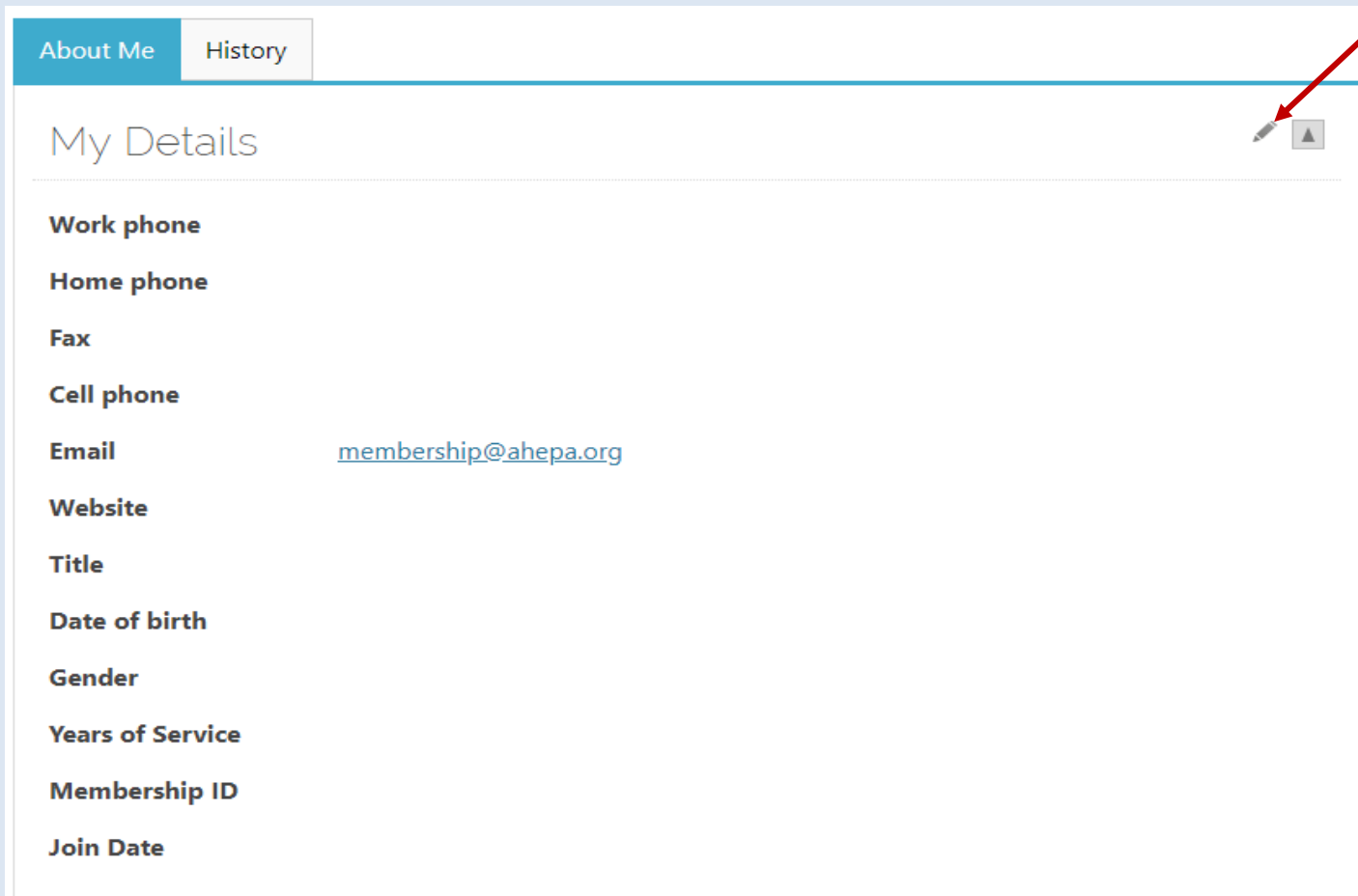
- To manage members' information, click on **Chapter link (see arrow)** on the left corner of your page



At the chapter page, click on the member name you wish to update contact information; 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**

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: Title, Date of birth, Years of Service, Membership ID or Join Date



About Me History

My Details

Work phone

Home phone

Fax

Cell phone

Email membership@ahpea.org

Website

Title

Date of birth

Gender

Years of Service

Membership ID

Join Date

MEMBER PROFILE – HISTORY TAB

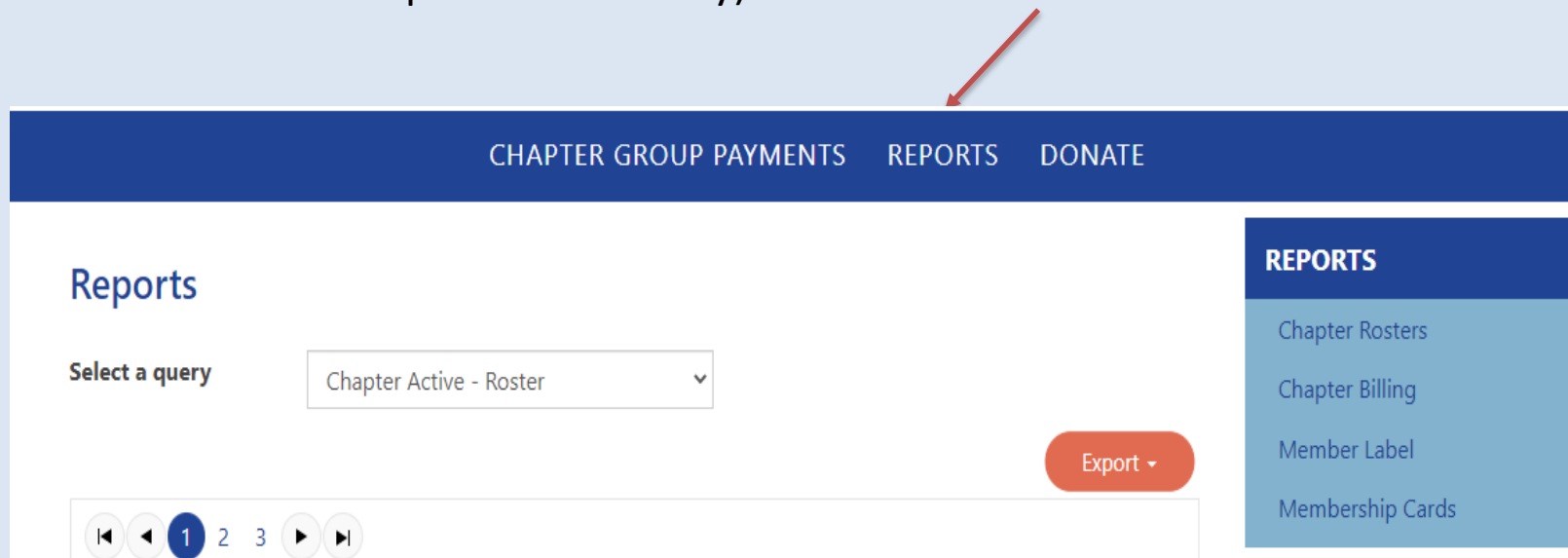
- Under the History Tab, you can view recent transactions, interactions and billing history.
- For example, once you pay your membership dues online or any other transaction, you will be able to view the transaction on this tab

The screenshot displays the 'History' tab of a member profile. At the top, there are two tabs: 'About Me' and 'History'. A red arrow points to the 'History' tab. Below the tabs, the content is organized into three sections:

- Recent Transactions**: A table with headers Order Number, Order Date, Type, Amount, and Balance. The table body contains the text 'There are no records.'
- Recent Interactions**: A table with headers Date, Type, Subject, and Owner. The table body contains the text 'There are no records.'
- Billing History**: A table with headers Date, Item, Beginning, Ending, and Amount. The table body contains the text 'There are no records.'

REPORTS DOWNLOAD

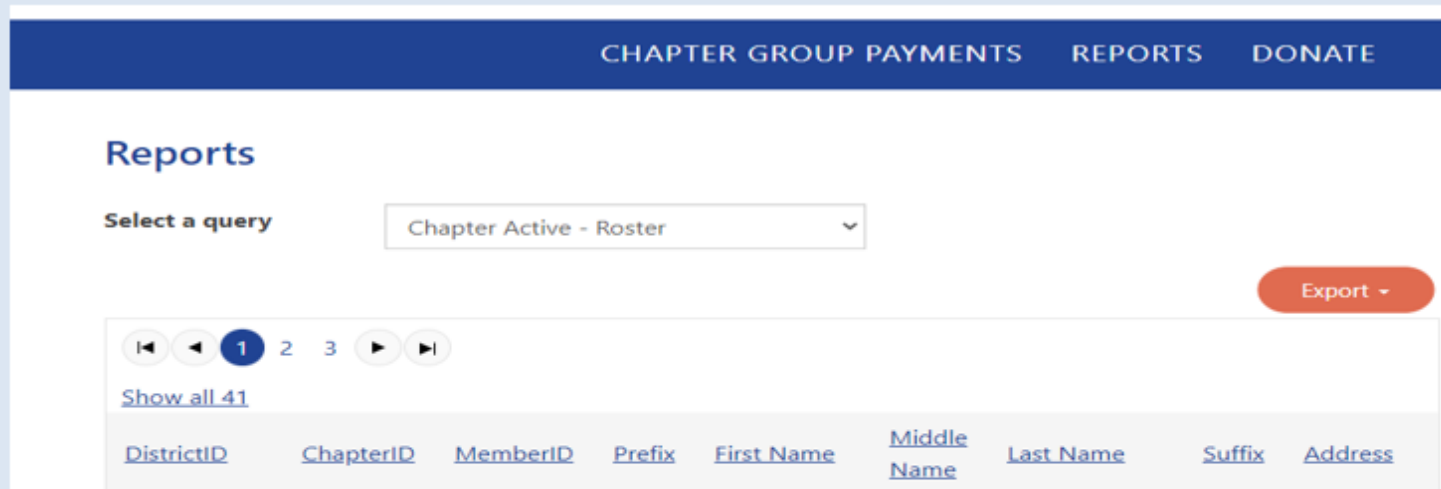
- To view/download reports, click the **Reports tab** on the top right corner and then click on the link labeled **Chapter Rosters** which takes you to the report page to download chapter rosters; member labels & chapter billing (Chapter Billing download for Chapter Officers only)



The screenshot shows a web application interface. At the top is a dark blue navigation bar with three white links: "CHAPTER GROUP PAYMENTS", "REPORTS", and "DONATE". A red arrow points from the text "Reports tab" in the instructions above to the "REPORTS" link. Below the navigation bar is a white content area. On the left, under the heading "Reports", there is a "Select a query" label and a dropdown menu currently showing "Chapter Active - Roster". To the right of the dropdown is an orange "Export" button with a downward arrow. At the bottom left of the content area is a pagination control with five buttons: a first button, a previous button, a button with the number "1" (which is highlighted with a blue circle), a next button, and a last button. On the right side of the content area is a vertical sidebar with a dark blue header "REPORTS". Below the header are four light blue links: "Chapter Rosters", "Chapter Billing", "Member Label", and "Membership Cards".

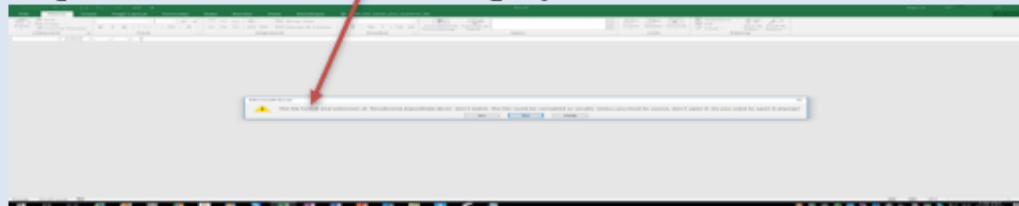
REPORTS DOWNLOAD

- 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** to download (please note, pop-up must be allow in order 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. 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



The screenshot shows a web application interface for reports. At the top is a dark blue navigation bar with the text "CHAPTER GROUP PAYMENTS", "REPORTS", and "DONATE". Below this, the page is titled "Reports". There is a label "Select a query" followed by a dropdown menu currently showing "Chapter Active - Roster". To the right of the dropdown is an orange button labeled "Export". Below these elements is a pagination bar with buttons for "1", "2", and "3", and a link "Show all 41". At the bottom, there is a table header with the following columns: "DistrictID", "ChapterID", "MemberID", "Prefix", "First Name", "Middle Name", "Last Name", "Suffix", and "Address".

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

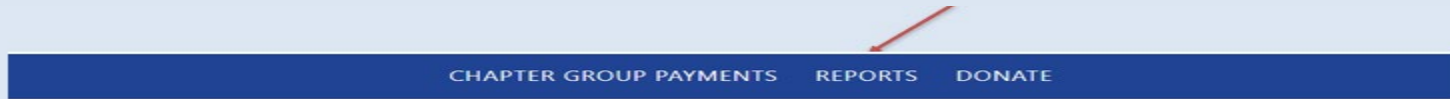


REPORTS DOWNLOAD

- Please note when downloading Delinquent Roster, select by member's '**Paid Through Date**' (online delinquency range starts from the year) "Paid Through Between" **12/31/2010** and **12/31/2020**

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


A screenshot of a web form titled 'CHAPTER BILLING'. At the top left, there is a small PDF icon with a red arrow pointing to it. Below the icon is a navigation bar with '1 of 1' and 'Find | Next' options. The form content includes: 'ORDER OF AHEPA' (Founded July 26, 1922), 'RETURN TO NATIONAL HEADQUARTERS, WITH REMITTANCE', 'APPLICATION FOR NEW AND REINSTATED MEMBERS', and 'MUST ACCOMPANY THIS FORM'. At the bottom, there are labels for 'DISTRICT' and 'CHAPTER NO. & LOCATION'. The page number 'Page: 1' is in the bottom right corner.

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 dark blue header bar containing the text "CHAPTER GROUP PAYMENTS", "REPORTS", and "DONATE". Below the header, on the left, are three search filters: "TransactionDate" with a calendar icon, "CheckNumber", and "MemberId". Below these filters is a red-outlined button labeled "Run Report". At the bottom left of the filter section is a small red icon of a document with a checkmark. To the right of the filters is a large grey rectangular area representing a report preview. At the top of this preview area is a navigation bar with "1" in a box, "of 1", and "Find | Next" links.

- You may download cards by: **(please note: selection is one field per search)**
- MemberID**
- Check Number**
- Transaction Date** (This option is **ONLY** for online credit card & E Check payment)
- Click **Run Report** (you will see the print preview)
- Click on PDF  to complete download (please make sure pop-up is allow)
- Please note: paper size (Avery 5390)**

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.ahempa.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

A 'Run Report' button is located below the form.

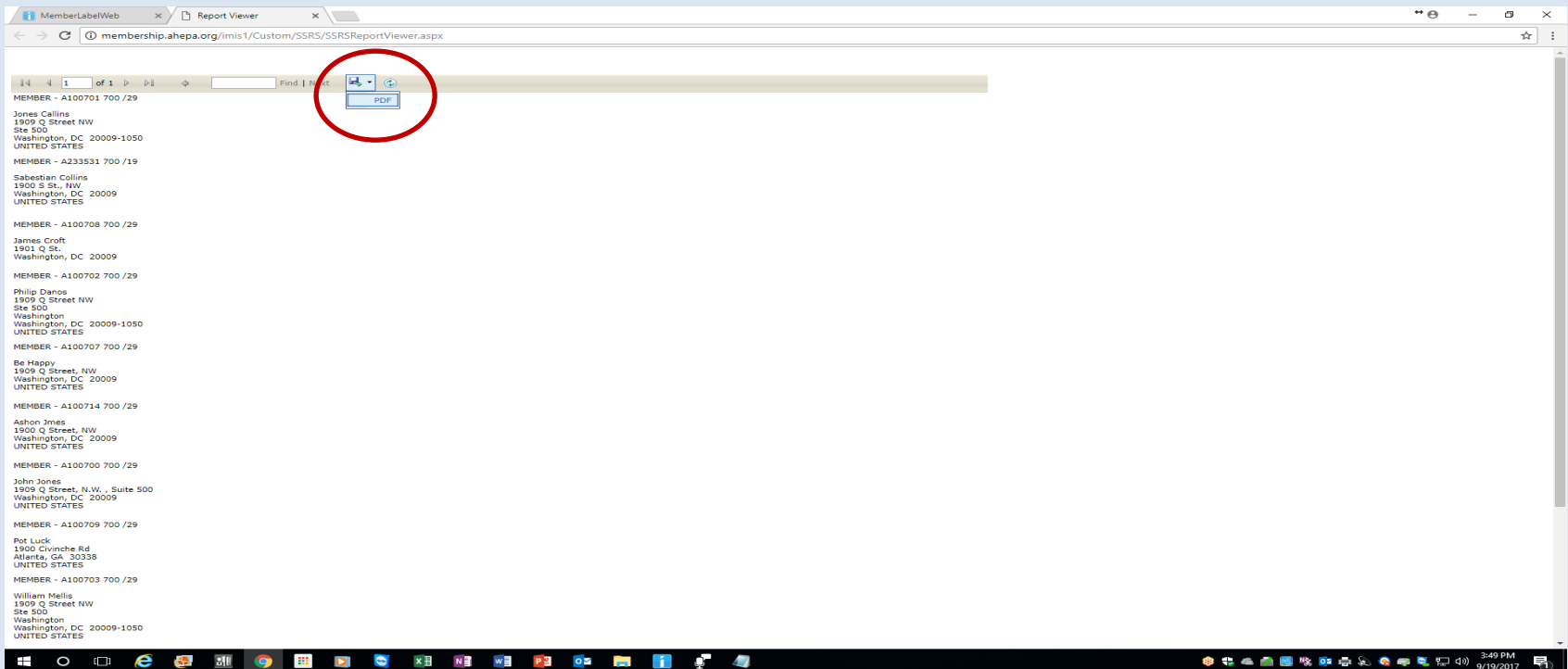
On the right side, a sidebar titled 'Reports' contains two links: 'IQA reports' and 'Member Label'. A red arrow points to the 'Member Label' link.

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 should you have any questions
- AHEPA Membership website: <https://members.ahempa.org>