

A Guide to AHEPA Online Membership

Presented by

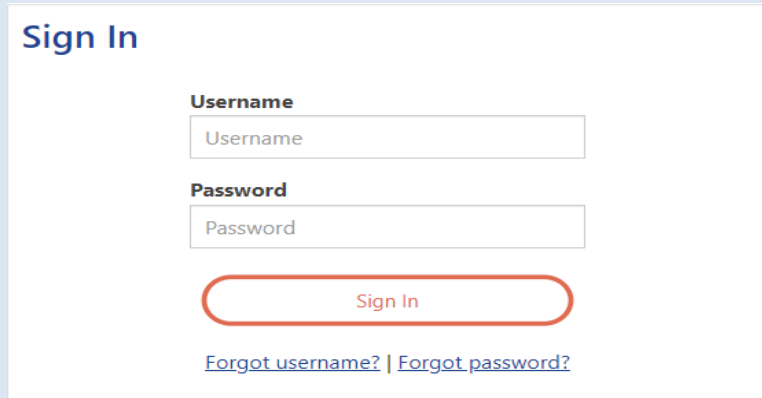
Rosalind N. Ofuokwu, MBA-Director of Membership

- Review of key membership portal functions
- You will learn how to:
 - ✓ Sign-on as first-time user
 - ✓ Manage personal account
 - ✓ Manage chapter/member account (**for assigned chapter officers only**)
 - ✓ Chapter dues payment (**for assigned chapter officers only**)
 - ✓ Download reports (**for assigned chapter/district/national officers only**)
 - ✓ Join New Member online

IMPORTANT INFORMATION: ONLY assigned Chapter Officers can pay for their members' dues online at this time. Individual members however can view/download their membership card and manage their account profile

Q. HOW DO I ACTIVATE MY ACCOUNT

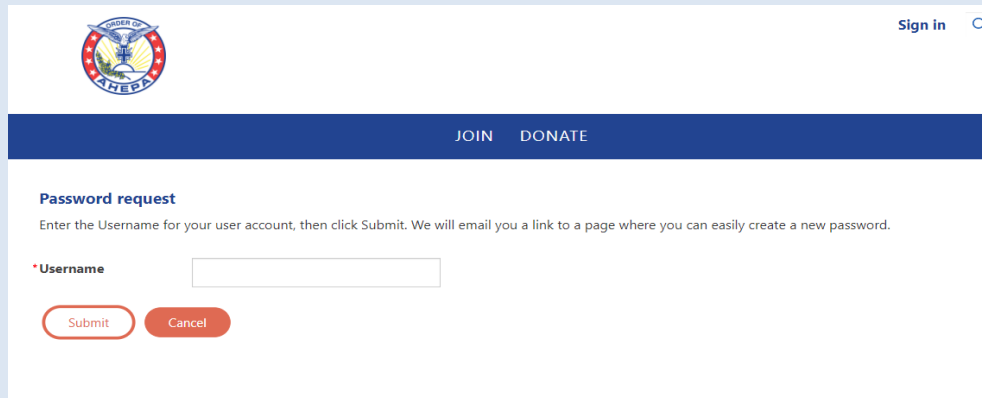
- Go to <https://members.ahepa.org>
- You will be routed to the Sign-in Membership Home Page – see below screen shot
- Activate your account by clicking on “Forgot password” Link



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username** label above a text input field containing the placeholder text 'Username'.
- Password** label above a text input field containing the placeholder text 'Password'.
- A red-outlined button labeled **Sign In**.
- Two blue links: [Forgot username?](#) and [Forgot password?](#)

- 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 a 'Password request' dialog box with the following elements:

- Logo of the Order of the Arrow, Boy Scouts of America (AOA).
- Navigation links: [JOIN](#) and [DONATE](#).
- Section Header: **Password request**
- Text: 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 label above a text input field.
- Two buttons: **Submit** and **Cancel**.

Q. HOW DO I ACTIVATE MY ACCOUNT CONT'D

- Once your email address is submitted, the system validates the address
- Please check your email inbox on instructions for resetting password.



[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 ACCOUNT CONT'D

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

• AHEPA Password reset request

Yahoo/Inbox ★



• **membership@ahempa.org** <membership@ahempa.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.

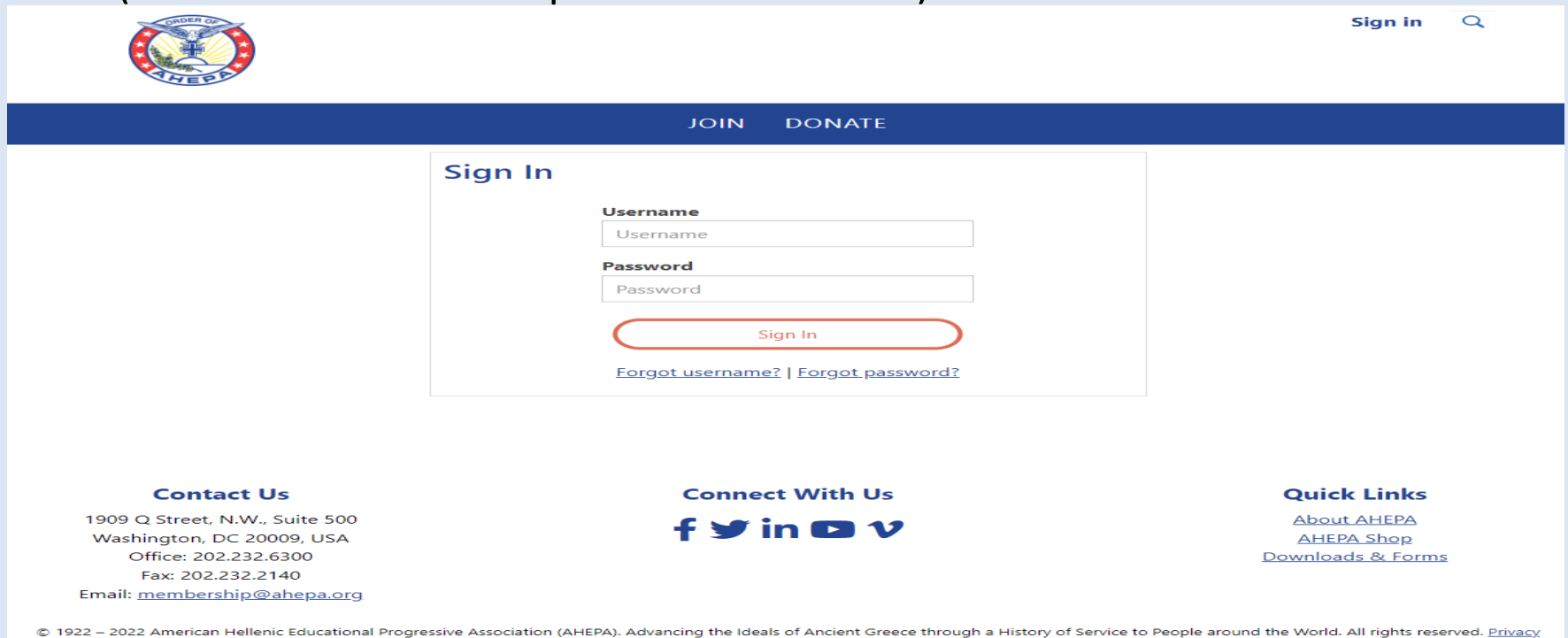
If clicking on the link does not work, you can copy and paste the following link into your browser's address window.

[https://members.ahempa.org/AHEPA/Contacts/Sign_In.aspx?](https://members.ahempa.org/AHEPA/Contacts/Sign_In.aspx?resettoken=OURFeml4U1lmcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhcDZZVlIHUW9HRStLbkdFT002N29YN0h0NTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ)

[resettoken=OURFeml4U1lmcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhcDZZVlIHUW9HRStLbkdFT002N29YN0h0NTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ](https://members.ahempa.org/AHEPA/Contacts/Sign_In.aspx?resettoken=OURFeml4U1lmcDRQMTINM3dIWHByZz09dURsWkx4VHIYcTNBMWNDZGtBZjQzRIN2MkJRPW42QWFvYjRzSmtXT2U3ZkZLZCt3YkFIYXJkQUdQOWRRRmJmcGdSdGk5RG9YOWIQNCsxcEZ2SXdPR3R2blU2cmk0TFdhcDZZVlIHUW9HRStLbkdFT002N29YN0h0NTNuNmI6QUJ6R3RaM1Q1bFdHSm5TNDMyWk85bGlpd01kYWIRVzgrcjlwb2Z1aXhJSU9jaTV4M01ic1Z6eTlvdW9ERW5NRnVvdGR3R2dMTE1hR0JQdldLQzNVKzRoNzNxK3ljbkE0SVhtK3ZHdDZLaJoaGtzYUVzVXc9PQ)

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 password’** link (follow instructions as provided on screen)



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

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FOR CHAPTER OFFICERS: GENERAL INFORMATION ON INITIATING/REINSTATING MEMBER ONLINE

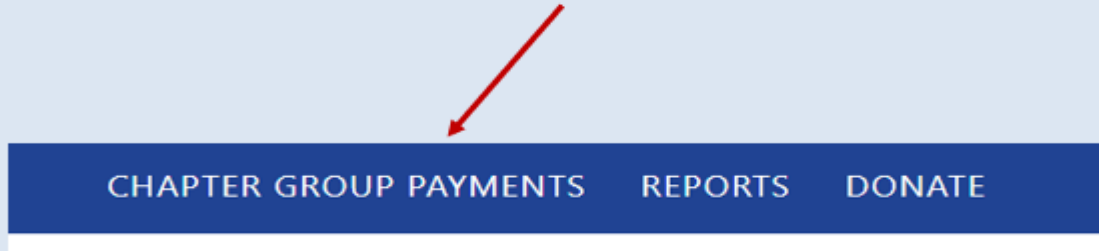
- ✓ For chapters whose members were initiated online, in order for “Membership Certificates” to be mailed, endorsed application forms **MUST** be mailed to Headquarters (1909 Q St., NW, Ste 500, Washington, DC 20009) **OR** emailed to membership@ahempa.org.

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 and click on the **Chapter Name**



- Click on chapter link (circled in red)


A screenshot of a web application interface. At the top left is the AHERA logo. At the top right are links for 'Sign out', 'Cart', and a user profile 'Hi, Test Member1'. Below the logo is a dark blue navigation bar with links for 'CHAPTER GROUP PAYMENTS', 'REPORTS', 'DONATE', and 'EVENTS'. Below this is a breadcrumb trail 'MyAccount > Chapter Group Payments'. The main heading is '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	Member type	Chapter	Category	Status
331	Chapter			Active

Pay Members Invoice

CHAPTER DUES PAYMENT PROCESS - CONT'D

- To begin payment, first **uncheck** the **“Pay”** box for selection
- Click on **show all** OR you may expand the **“Page size”** by highlighting the default number and enter number as shown on the **“Item section”**. E.g. below screenshot shows maximum page as 21. Click **“Proceed to Checkout”** once payment selection is completed

The screenshot displays a web interface for managing dues payments. At the top, there are filter options: "Show" with radio buttons for "All" (selected), "Pay now", "Pay later", and "Cancelled", along with a "Search members" input field. Below this is a table with columns for "Pay", "Member", "Description", and "Balance Due". The "Pay" column contains checkboxes, all of which are checked. The "Member" column is obscured by a large blue rectangular redaction. The "Description" column lists "Reinstatement Dues" for the first nine items and "Renewal Dues" for the tenth. All "Balance Due" values are 45.00. At the bottom of the table, there is a pagination bar with navigation arrows, a page number "1" (highlighted), "2", "3", and "Go" buttons. To the right, it shows "Page size: 10" and a "Change" button. Further right, it indicates "Item 1 to 10 of 21". Below the pagination bar, there is a link "Show all 21" and a red-outlined button labeled "Proceed to Checkout".

Pay	Member	Description	Balance Due
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Reinstatement Dues	45.00
<input checked="" type="checkbox"/>	[Redacted]	Renewal Dues	45.00

Page: 1 of 3 Go Page size: 10 Change Item 1 to 10 of 21

[Show all 21](#)

Proceed to Checkout

CHAPTER DUES PAYMENT PROCESS - CONT'D

- **Payment options include credit card and e-check.** A confirmation receipt will be emailed after payment is complete.
- **Note:** The credit card address entered **MUST** match the credit card billing address. If the card billing address does not match, before entering card information, please click on ***“Choose another address”*** at the bottom to update and click ***“OK”*** when finished

PAYING BACK DUES & OFFICER ACCESS

- **Back dues cannot be paid online.** Chapter officer 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/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)

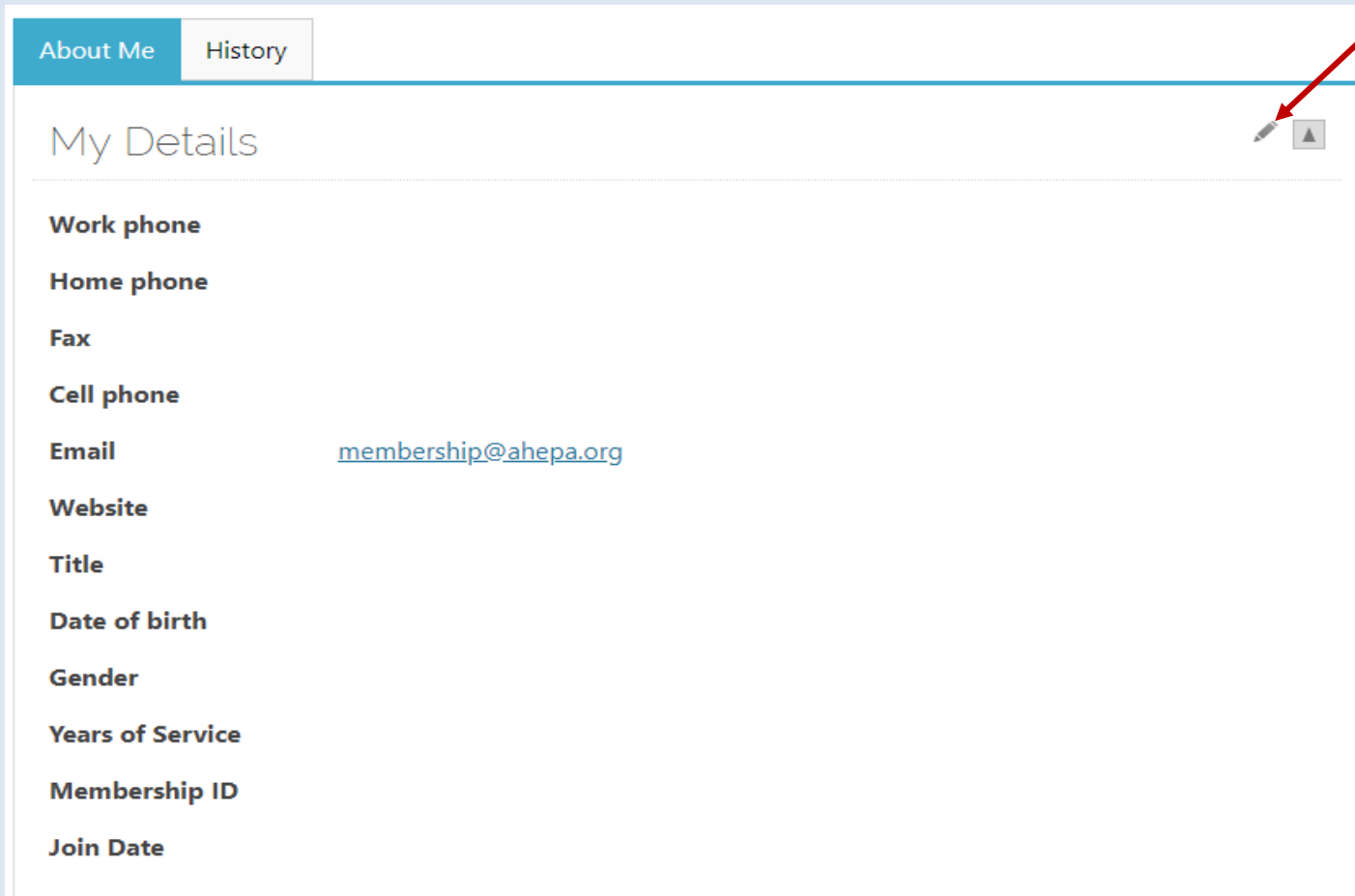
MANAGING MEMBER INFORMATION (Chapter Officers)

- To manage members' information, click on **Chapter link (see below screenshot)** on the left corner of your page; scroll down to “Chapter Roster” section, click on the member name you wish to update contact information; click on the edit button (looks like a pen), once update is completed click on ‘Save’ – **Note: You cannot edit Title, Date of Birth, Gender, Years of Service, Membership ID and Join Date - these are system administrative functions**



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@ahepa.org

Website

Title

Date of birth

Gender

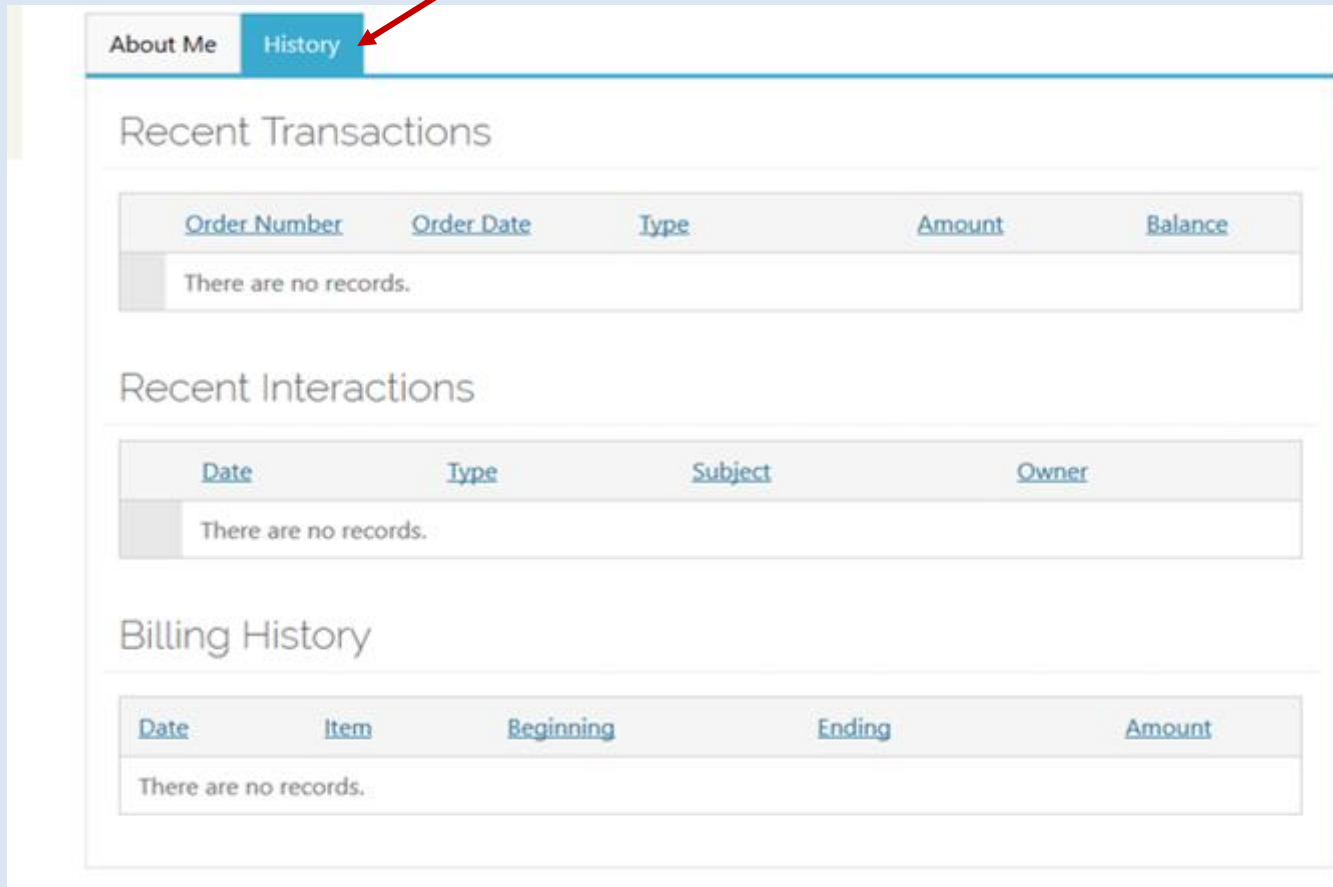
Years of Service

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', with a red arrow pointing to 'History'. Below the tabs, the page is divided into three sections, each with a table header and a message indicating no records are present.

Recent Transactions

Order Number	Order Date	Type	Amount	Balance
There are no records.				

Recent Interactions

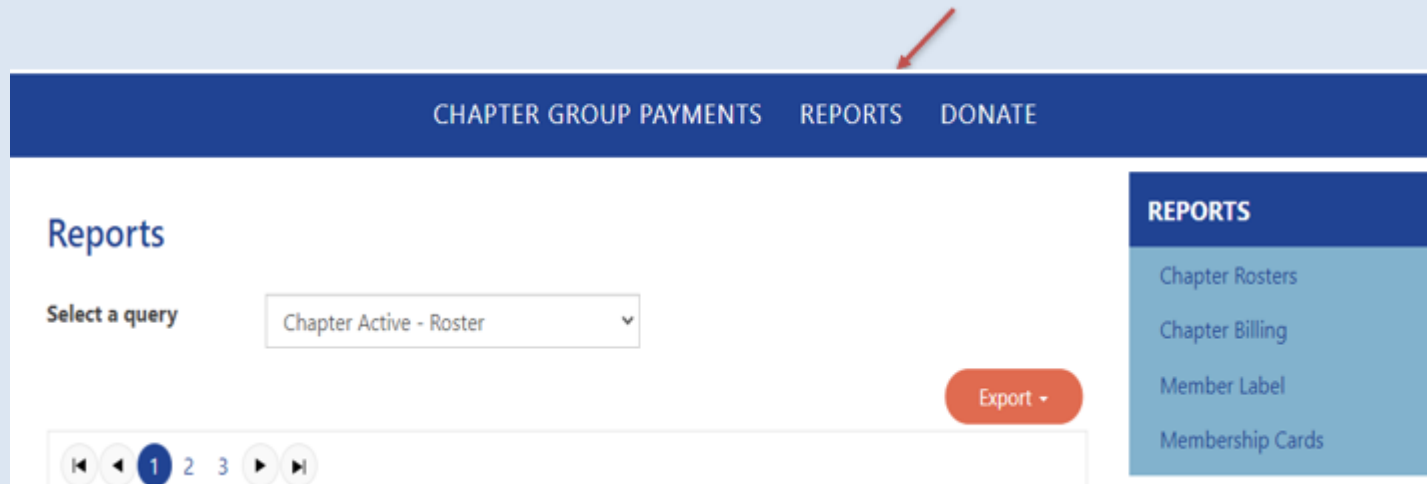
Date	Type	Subject	Owner
There are no records.			

Billing History

Date	Item	Beginning	Ending	Amount
There are no records.				

DOWNLOADING REPORTS AND MORE

- 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 and more (Chapter Billing download for Chapter Officers only)



The screenshot displays a web application interface. At the top, a dark blue navigation bar contains the links 'CHAPTER GROUP PAYMENTS', 'REPORTS', and 'DONATE'. A red arrow points to the 'REPORTS' link. Below the navigation bar, the main content area is titled 'Reports'. On the left, there is a 'Select a query' dropdown menu currently showing 'Chapter Active - Roster'. To the right of this menu is an orange 'Export' button with a downward arrow. At the bottom left of the main content area, there is a pagination control showing '1', '2', and '3' with navigation arrows. On the right side, there is a sidebar with a dark blue header 'REPORTS' and a light blue body containing the following links: 'Chapter Rosters', 'Chapter Billing', 'Member Label', and 'Membership Cards'.

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-up 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. 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 (3) chapter number and so forth

CHAPTER GROUP PAYMENTS REPORTS DONATE

Reports

Select a query Chapter Active - Roster

Export

1 2 3 Show all 41

DistrictID	ChapterID	MemberID	Prefix	First Name	Middle Name	Last Name
------------	-----------	----------	--------	------------	-------------	-----------

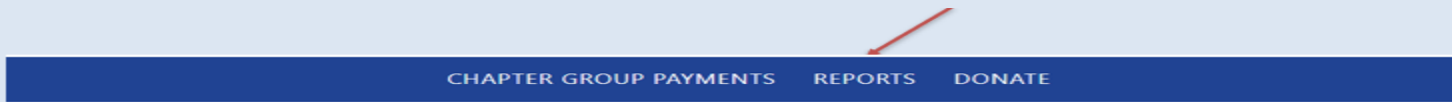
Excel
CSV
XML

DOWNLOADING DELINQUENT ROSTERS

- Please note when downloading Delinquent Roster, select by member's '**Paid Through Date**' (delinquency range starts from "Paid Through Between" **12/31/2010** and **12/31/2021**)

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 **PDF** icon to the left to download for printing

A screenshot of a PDF viewer interface. On the left, there is a red PDF icon. The main content area shows a document with the following text:

ORDER OF RETURN TO NATIONAL HEADQUARTERS, WITH REMITTANCE

AHEPA **CHAPTER BILLING**

Founded July 26, APPLICATION FOR NEW AND REINSTATED MEMBERS
1922

MUST ACCOMPANY THIS FORM

Page: 1


DISTRICT CHAPTER NO. & LOCATION

The viewer includes a navigation bar at the top with page numbers (1 of 1) and search options (Find | Next).

DOWNLOADING MEMBERSHIP CARDS

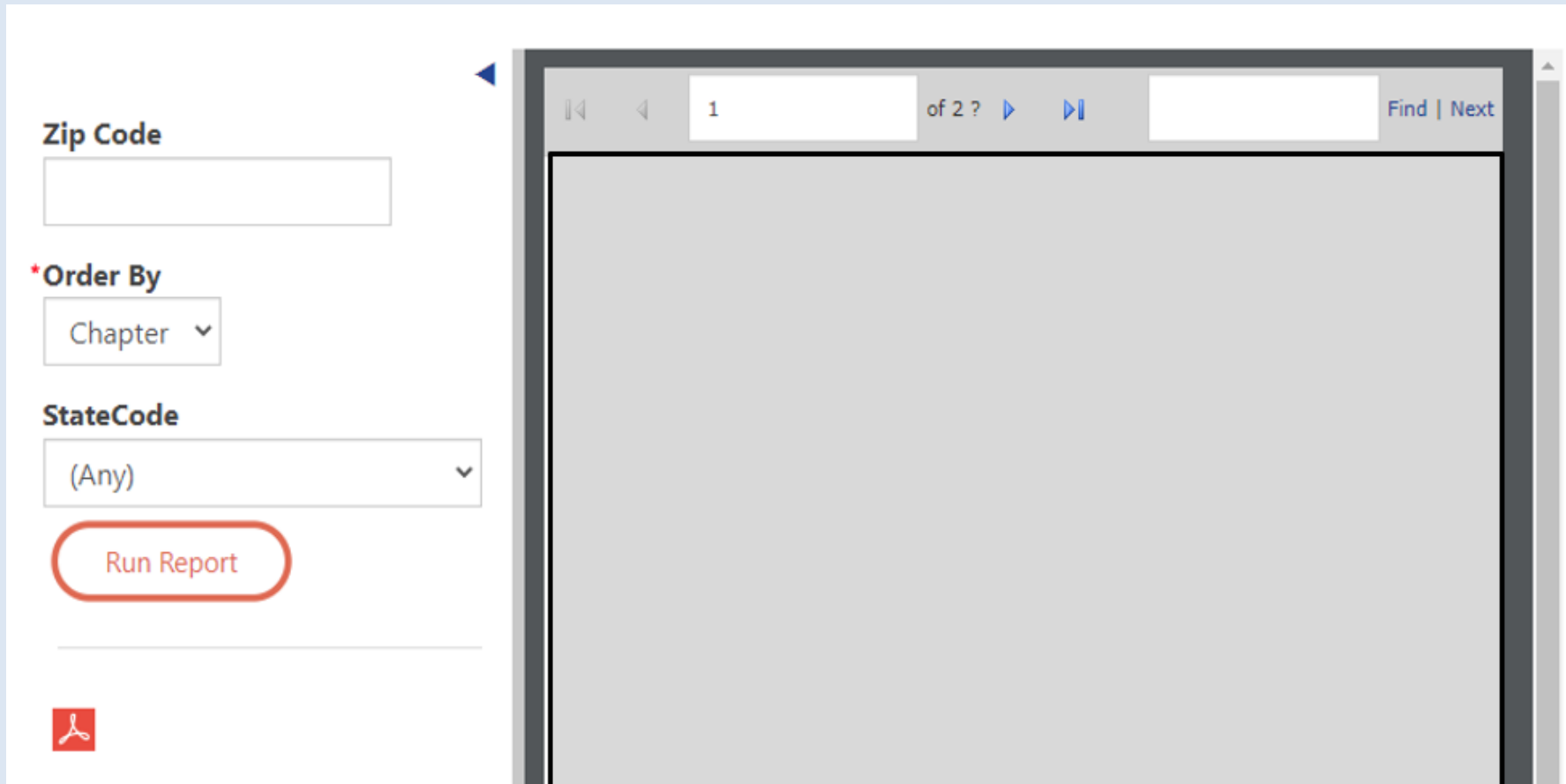
- To print membership cards, click on the **Reports tab** on the right corner of your profile page and click on the link labeled **Membership Cards**

The screenshot shows a web interface with a dark blue header containing the navigation menu: CHAPTER GROUP PAYMENTS, REPORTS, and DONATE. On the left side, there are three input fields: TransactionDate (with a calendar icon), CheckNumber, and MemberId. Below these fields is a red-outlined button labeled 'Run Report'. At the bottom left of the form area is a red PDF icon. On the right side, a preview window shows a search bar with '1' entered, 'of 1' results, and 'Find | Next' options.

- 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 – please enter the date payment was made online)
- Click **Run Report (you will see the print preview)**
- Click on PDF  to complete download (please make sure pop-up is enable)
- Please note: paper style (perforated template Avery 5390 or similar dimension) – please make sure to adjust your printer if necessary by going to your printer option “more settings” and on **Scale**, select “Fit to printable area”**

DOWNLOADING MEMBERSHIP LABELS

- To print labels, click on the **Reports tab** and click on the link labeled **Chapter Member Label**; **click on Run Report to download** **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**



Zip Code

*Order By

Chapter ▾

StateCode

(Any) ▾

Run Report

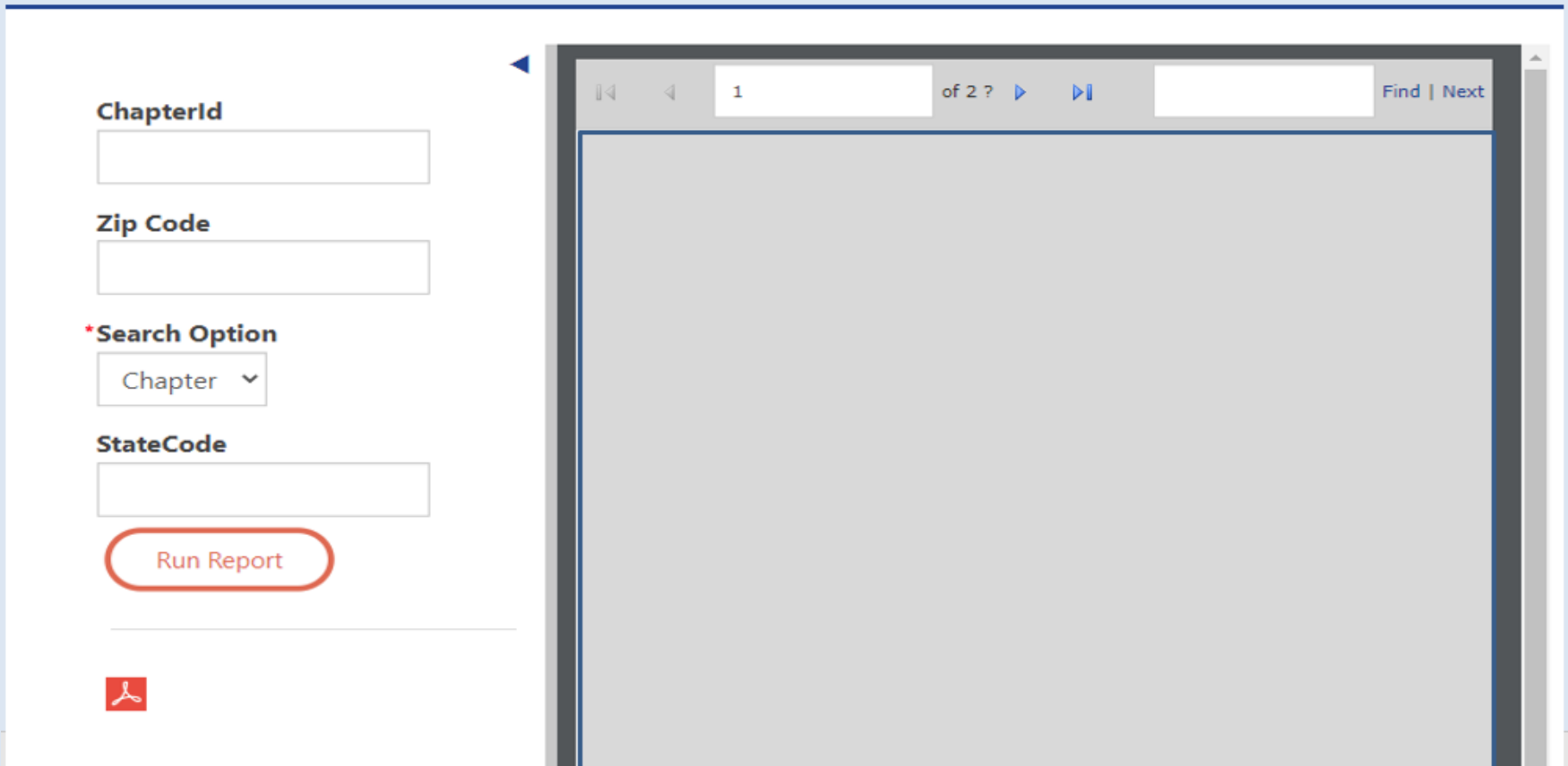
PDF icon

1 of 2 ? Find | Next

REPORTS DOWNLOAD – MEMBER LABELS

Member Labels

- Click **Run Report**; click on PDF icon for download
- Insert Avery 5160 or 5960 return labels in your printer tray and print



The screenshot displays a web application interface for generating member labels. On the left side, there are several input fields and a button:

- ChapterId**: A text input field.
- Zip Code**: A text input field.
- *Search Option**: A dropdown menu currently set to "Chapter".
- StateCode**: A text input field.
- Run Report**: A red button with rounded corners, highlighted with a red circle.

At the bottom left, there is a red PDF icon. On the right side, a preview window is visible, showing a document with page 1 of 2. The preview window has a navigation bar with "1" in the center, "of 2 ?" on the right, and "Find | Next" on the far right.

JOINING NEW MEMBER ONLINE

- Go to <https://ahepa.org>
- Click on “**Membership**” tab
- Under **Become a member>Chapter>**Click on “**Start Here**”
- Complete information as shown on screen. (**PLEASE DO NOT** Sign in to your personal account to join a new member)
- On **Organization** field, enter **Chapter Number**. For **Local & Europe Chapters**, enter chapter (3) numbers - e.g. for chapter 1 enter 001. For **Canada, Greece, Cyprus chapters** , enter (5) characters, e.g. Greece chapter 001, first enter ‘HJ’ followed by the (3) chapter numbers (HJ001) for Canada ‘CJ’ followed by the (3) chapter numbers; for Cyprus “CY” followed by the (3) chapter numbers and so forth.

GENERAL INFORMATION

- Please feel free to contact headquarters at membership@ahempa.org should you have any questions
- AHEPA Membership website: <https://members.ahempa.org>