



The Grand Chapter

Kappa Alpha Psi® Fraternity Inc.

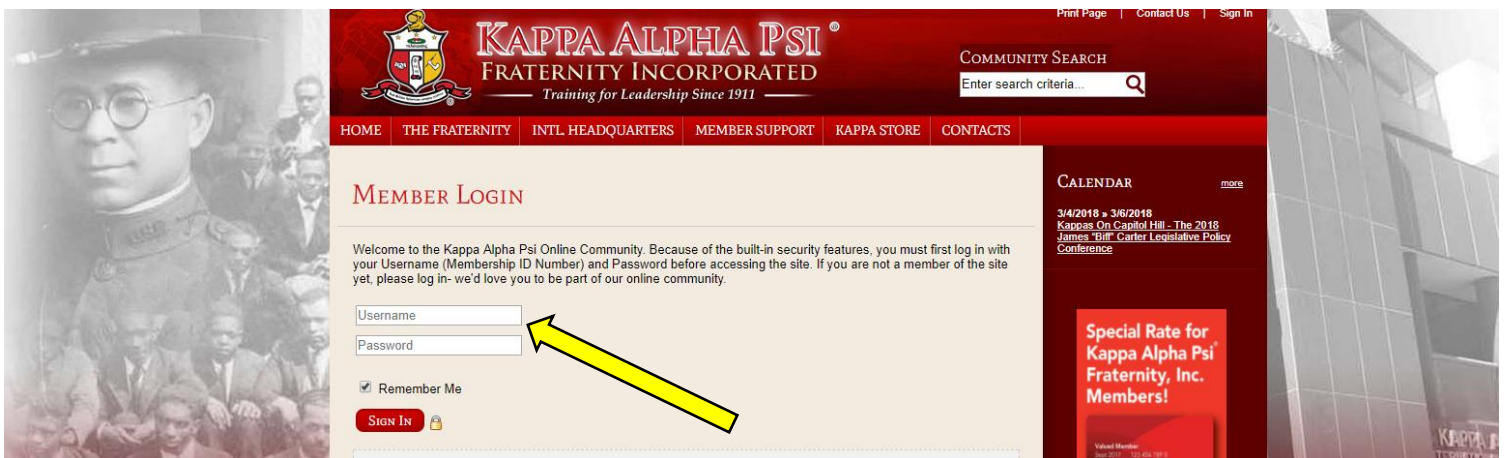
TRAINING FOR LEADERSHIP SINCE 1911

STANDARD OPERATING PROCEDURE (SOP) GRAND CHAPTER ONLINE MEMBERSHIP DUES PAYMENT PROCESS

1. Log onto the official website at kappaalphapsi.org and click Member Login (You MUST be logged in to gain access)



- ❖ Your Username is your membership ID number (NOT your Life Membership Number)
- ❖ The default password is Kappa1911



2. Follow prompts to pay annual Alumni and Undergraduate dues

Frequently Asked Questions (FAQ's)

How can Grand Chapter Membership dues be paid?

- Grand Chapter Dues can be paid in your individual online account at KappaAlphaPsi.org.
- Online payment of Grand Chapter Dues is prohibited through KappaOrg.com!

Can Grand Chapter Membership Dues be paid to the local chapter?

- No, because IHQ wants everyone to log into their individual accounts at KappaAlphaPsi.org, and take ownership of updating their personal information.
- When you pay your membership dues online, you will have a receipt generated into your own account for your records.
- Payments made to the local chapter are being held for significant time prior to being forwarded to IHQ.
- Payments made by the individual member will increase your opportunity of receiving a Confidential Bulletin and Journal in a timely manner.

Can Grand Chapter Membership Dues be paid directly to International Headquarters?

- Yes, a personal check, money order or cashier's check can be mailed to IHQ.
- If a member chooses to mail a payment this will delay processing the account prior to the October 1st Confidential Bulletin and Journal distribution from the authorized printing and shipping vendors.
- Membership records will not be updated from the information printed on the checks received for payment