

Haven't been in the membership system yet? Here are the steps:

1. Log into the membership system.
2. Update your chapter and advisor information. Be sure you "uncheck" the status of any advisors that are no longer active before you get charged for them.
3. Graduate Seniors from last year into alumni status using the red **Graduate** button.
4. Roll-forward existing members in the portal one year in school using the red **Edit** button.
5. Add new members using the blue **Add** button.
 - a. Members will now all be listed in the portal with a little box next to their name. Once you know who you want to submit, check the box and click the red **Submit Membership** button. Once they show "pending", they are in the system and you will be invoiced for them! When DECA inc. receives payment, "pending" will become "member".

Invoices are not cumulative. Each time students are submitted, a new invoice will be generated and will need to be paid.

Final item to note: Advisors in the system will be automatically submitted when the submit membership button is clicked for the first time each year.

Membership runs from July 1-June 30.

- [Here is a video](#) that you can watch