

ALTRUSA INTERNATIONAL
ONLINE ANNUAL DUES PROCESS
(INSTRUCTIONS)

Now, you can manage the entire annual dues process on the website with only a few clicks of your mouse:

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|-----------------------------|--------------------------------------|
| ü Membership Renewal | ü Grand Total Automatically Computed |
| ü New Member Registration | ü Print your Membership Roster |
| ü Update Member Information | ü Database Immediately Shows all |
| ü Print your Club's Invoice | Updates in Real Time |

Follow the easy steps below.

1. Go to **www.altrusa.com** and **click** on **Login**.
2. Log onto the website using your **ID** and **password**. (Your ID is your e-mail address the International Office has on file for you.) If you forgot your password enter in your e-mail address in the Forgot Your Password or Don't Have One box and click on Send Me My Password.
3. Highlight the "Treasurer" icon and click on "Annual Dues."
4. Click on **Select Renewing Members**.
5. Click the **box** for all **renewing members**. A **checkmark** will appear. Once you have select all the members that are renewing click on Continue to update.
6. To update member information click on Update Member Info
 - 6a-Click edit to update member infor
 - 6b-After information is updated click update
 - 6c-If you made a mistake click cancel
7. Click on **Add New Members**. Input data. Click **Save and Return To List**.
Please Note: Add sponsoring member name.
8. Click on **View New Members**. All the new members are listed.
9. Click on **Review Complete Roster**. The entire roster and invoice appears.
 - A. The invoice will reflect amount owed for renewing/new members, convention fees, past due amounts and credits owed to your Club.
10. **Print** your Club's invoice and roster.
 - A. Send one copy of both the invoice and roster along with your check to the Altrusa International Office.
 - B. Send one copy with your District dues check to the District Treasurer.
 - C. Keep a copy for yourself.
 - D. If your Club is paying by credit card, make your payment first, print out the credit card confirmation page, and attach it to the invoice.
11. Click **Finalize Your Roster**. The information is submitted to Altrusa International. No changes can be made at this point.

QUESTIONS? CALL INTERNATIONAL! 312.427.4410