



# MEMBER PAY – CHAPTER

## INSTRUCTIONS

DECA Inc. and our chartered association have made it possible for your DECA student members to pay their association and DECA Inc. dues directly through the DECA Online Membership System for the 2020-2021 school year. To provide this option to your student members, you must activate it using the following steps. Please note: **chapter dues cannot** be collected using this option.

### ACTIVATE THE OPTION FOR YOUR MEMBERS

- Go to [www.deca.org/register](http://www.deca.org/register) to log into the membership system.
- Click on the **Chapter Information** tab.

[Students](#)   [Alumni](#)   [Professionals](#)   **Chapter Information**   [Chapter Advisor\(s\)](#)

- Click **Chapter Information**.

Chapter Information

- Click the **checkbox**.

**Would you like for each student to have the ability to pay their dues through the student portal?**

Please note that only DECA Inc and Chartered Association Dues can be paid for by the student using this feature.

- Click **Save**.

Save

- Complete your membership roster as normal. Once you have submitted your roster, provide your student members with their **Student ID** and the **initial password** you set when confirming your information and also in the **Chapter Information** tab. Only enter members who are committed to joining and paying dues. You can add students throughout the year based on your association's membership deadline.

**Student Password:**

Student Password

- Provide your student members with their version of instructions.
- Members who are not paid will have **PENDING** as their status. Once paid, the status will be shown as **MEMBER**.

**There are no credit card processing fees passed on to student members.**

**Alumni and professional members may join your chapter at**  
<https://membership.decaregistration.com/deca/virtuallogin>.

**FOR ADDITIONAL SUPPORT, PLEASE CONTACT [MEMBERSHIP@DECA.ORG](mailto:MEMBERSHIP@DECA.ORG).**