# Steps to Pay ΟΔΚ National and Local Fees

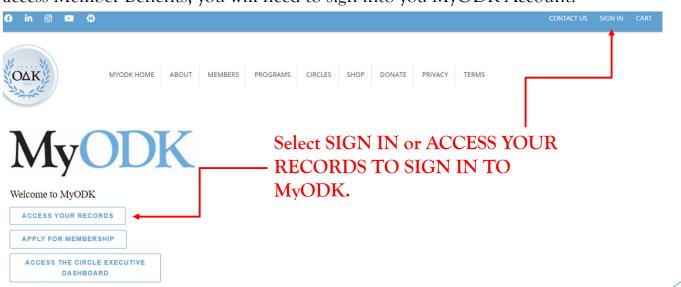
A Guide to the National Initiation Fee and Local Dues

Omicron Delta Kappa, The National Leadership Honors Society

Fall 2024

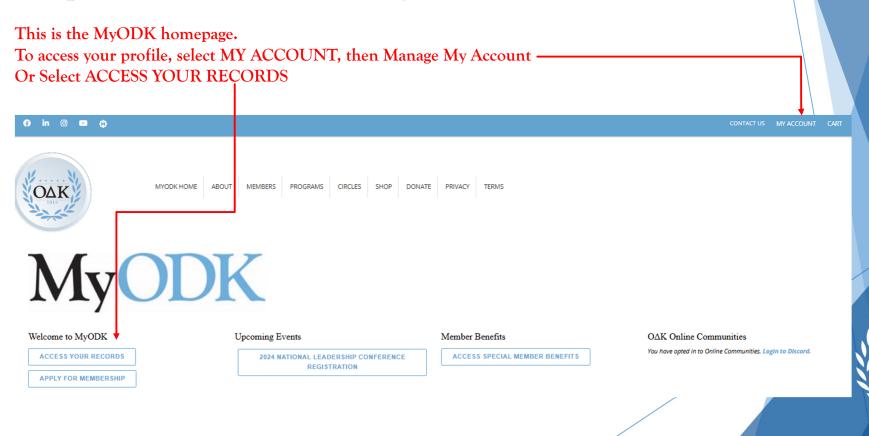
### STEP 1: SIGN IN to Your MyODK Profile

For any MyODK transaction, start by signing in at my.odk.org. Anytime you need to update information, pay fees, register for a conference, or access Member Benefits, you will need to sign into you MyODK Account.





### Step 5: ACCESS YOUR MyODK ACCOUNT



### STEP 6: CHECK YOUR STATUS

#### Membership Info

Circle:

Type: Lifetime Member

Initiation Member Type: Student Initiate

Current Class: Junior Initiation Date: 11/4/2024

Status: ACCEPTED (Application pending approval)

TO ACCESS THE PAYMENT PORTAL, YOUR STATUS MUST BE "ACCEPTED."

#### Account Actions

- Edit Profile
- Address Book
- Contact Information
- Demographics
- Bio
- Opt In and Out
- Applicant Dashboard
- Pay Outstanding Orders
- Change Username
- Reset Password

IF YOUR STATUS IS
"ACCEPTED," GO TO YOUR
APPLICANT DASHBOARD

Circle/Company Affiliations



### STEP 7: START THE PAYMENT PROCESS

#### Applicant Dashboard

Welcome to the OAK National Lifetime Membership Application portal on MyODK. The status of your application or membership is below/p>

Please note: Not all features are active yet. We are rolling out features as officers and members become familiar with the system.

For assistance, contact myodk@odk.org at any time or or call (540) 458-5336 during regular business hours (M-F 8:30 a.m. - 5:30 p.m. Eastern).

Your application is pending payment. Please select PAY YOUR MEMBERSHIP FEE below to begin the payment process.

PAY YOUR MEMBERSHIP HERE

IF YOUR STATUS IS ACCEPTED AND YOUR CIRCLE HAS OPTED TO USE THE MyODK PORTAL, YOU WILL SEE THIS MESSAGE.

START YOUR PAYMENT PROCESS BY CLICKING ON THE LINK.



### STEP 8: OPEN THE SHOPPING CART

Review the fees associated with joining Omicron Delta Kappa. If your circle has elected to collect the local dues through the portal, that fee will be shown below.

#### **EDIT PROFILE**

Your circle has chosen to collect Local Dues through the MyODK payment portal. This fee will show on your shopping cart and must be paid with your National Initiation Fee.

The Local Dues will only be collected through this portal during the initiation cycle. Any future Local Dues will need to be paid to the circle directly.

Omicron Delta Kappa charges a \$4.00 convenience fee for the National Initiation Fees paid through the MyODK portal.

Student National Initiation Fee (\$94.00)

Local Circle Dues

PROCEED TO SHOPPING CART

\_SELECT "PROCEED TO SHOPPING CART" TO PAY FEES



### STEP 9: REVIEW YOUR FEES

Review the fees associated with joining Omicron Delta Kappa. The Local Dues shown here are an example. The actual local dues will show in your cart.

	Description	Quantity	Price	Subtotal
×	Student National Initiation Fee	1	\$94.00	\$94.00
	Local Circle Dues,	1	\$20.00	\$20.00
	Service Fee for Initation Fee	1	\$4.00	\$4.00
				Total: \$118.00
you have received a promotion code, enter it here (this field is not required):				
				APPLY PROMOTION
		UPDATE YOUR CART	CONTINUE SHOPPING	PROCEED TO CHECK OUT

SELECT "PROCEED TO CHECK OUT" TO PAY FEES



### STEP 10: COMPLETE CARD PAYMENT AND

**SUBMIT** 



Ensure that the Billing Address matches the mailing address for the credit or debit card you are using.

Your payment will be rejected if any of the required information on this page does not match.

You may need to return to the address section of your profile and update an address to ensure the payment processes. You can always return to this page to complete the process.

SELECT "SUBMIT PAYMENT" TO COMPLETE THE PROCESS.



# MyODK PAYMENT RECEIPT

- ➤ Check the email you used in the previous step. You should have received an email receipt for the transaction.
- Make sure you have the initiation date on your calendar. We look forward to working with you as a Lifetime member of Omicron Delta Kappa.



### Contact Information

- MyODK Team, Omicron Delta Kappa National Headquarters
  - myodk@odk.org
  - **(540)** 458-5336
- Find a Circle
  - https://odk.org/circle-directory/

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