

The background features a white central area with blue geometric shapes on the left and right sides. A laurel wreath logo is visible in the bottom right corner.

MyODK

Steps to Pay OΔK National and Local Fees

A Guide to the National Initiation Fee and Local Dues
Omicron Delta Kappa, The National Leadership Honors Society
Fall 2024

MyODK

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.

The screenshot shows the MyODK website interface. At the top, there is a blue navigation bar with social media icons (Facebook, LinkedIn, Instagram, YouTube, Twitter) on the left and 'CONTACT US', 'SIGN IN', and 'CART' on the right. Below this is a white navigation bar with the MyODK logo on the left and a menu of links: 'MYODK HOME', 'ABOUT', 'MEMBERS', 'PROGRAMS', 'CIRCLES', 'SHOP', 'DONATE', 'PRIVACY', and 'TERMS'. The main content area features the 'MyODK' logo, the text 'Welcome to MyODK', and three buttons: 'ACCESS YOUR RECORDS', 'APPLY FOR MEMBERSHIP', and 'ACCESS THE CIRCLE EXECUTIVE DASHBOARD'. A red arrow points from the 'SIGN IN' link in the top navigation bar to the 'ACCESS YOUR RECORDS' button. Another red arrow points from the 'ACCESS YOUR RECORDS' button to the text 'Select SIGN IN or ACCESS YOUR RECORDS TO SIGN IN TO MyODK.'.

CONTACT US SIGN IN CART

MYODK HOME ABOUT MEMBERS PROGRAMS CIRCLES SHOP DONATE PRIVACY TERMS

MyODK

Welcome to MyODK

ACCESS YOUR RECORDS

APPLY FOR MEMBERSHIP

ACCESS THE CIRCLE EXECUTIVE DASHBOARD

Select SIGN IN or ACCESS YOUR RECORDS TO SIGN IN TO MyODK.



MyODK

Step 5: ACCESS YOUR MyODK ACCOUNT

This is the MyODK homepage.

To access your profile, select **MY ACCOUNT**, then **Manage My Account**
Or Select **ACCESS YOUR RECORDS**

The screenshot shows the MyODK homepage layout. At the top right, a blue navigation bar contains the links 'CONTACT US', 'MY ACCOUNT', and 'CART'. A red arrow points from the text 'select MY ACCOUNT' to the 'MY ACCOUNT' link. Below this, a horizontal menu lists: 'MYODK HOME', 'ABOUT', 'MEMBERS', 'PROGRAMS', 'CIRCLES', 'SHOP', 'DONATE', 'PRIVACY', and 'TERMS'. A red arrow points from the text 'Or Select ACCESS YOUR RECORDS' to the 'ACCESS YOUR RECORDS' button in the 'Welcome to MyODK' section. The main content area features the 'MyODK' logo, a 'Welcome to MyODK' section with 'ACCESS YOUR RECORDS' and 'APPLY FOR MEMBERSHIP' buttons, an 'Upcoming Events' section with a '2024 NATIONAL LEADERSHIP CONFERENCE REGISTRATION' button, a 'Member Benefits' section with an 'ACCESS SPECIAL MEMBER BENEFITS' button, and an 'ODK Online Communities' section with a note about logging in to Discord. A large ODK 1914 logo is visible in the bottom right corner.

MyODK

STEP 6: CHECK YOUR STATUS

Membership Info

Circle: [REDACTED]
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



MyODK

STEP 7: START THE PAYMENT PROCESS

Applicant Dashboard

Welcome to the OΔK 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 FEE](#)

**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.**



MyODK

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



MyODK

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	<input type="text" value="1"/>	\$94.00	\$94.00
Local Circle Dues, [REDACTED]	<input type="text" value="1"/>	\$20.00	\$20.00
Service Fee for Initiation Fee	<input type="text" value="1"/>	\$4.00	\$4.00
			Total: \$118.00

you have received a promotion code, enter it here (this field is not required):

SELECT "PROCEED TO CHECK OUT" TO PAY FEES



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STEP 10: COMPLETE CARD PAYMENT AND SUBMIT

[EDIT MY SHOPPING CART](#)

Payment Amount: \$118.00

Invoice Billing Address:
Select Address: [Redacted] ▾
Attention: [Redacted]

Billing Address (change if incorrect):
First Name: * [Redacted]
Last Name: * [Redacted]
Position Title: [Redacted]
Company/Institution: [Redacted]
Department: [Redacted]
Address: [Redacted]
Address 2: [Redacted]
Country: United States ▾
ZipCode: [Redacted]
City: [Redacted] ▾
State: [Redacted] ▾
Email: [Redacted]

Payment Information:
Payment Method: * American Express ▾
Card Number: * [Redacted]
Please do not use spaces or dashes
Please do not use spaces or dashes in the credit card number.
Credit Card Expiration: * [Redacted] ▾
Card Verification#: * [Redacted] ▾
[What's this?](#)
P.O. Number: [Redacted]

[SUBMIT PAYMENT](#)

Please click this button only once. After you submit payment, please also check your email account for confirmation.

* Required Information

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.



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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.



MyODK

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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