

Using the Psi Chi Website

Guide to Online Transactions

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How to Make an Online Payment

Online Navigation and Transactions for Chapter Administrators, Members, and the General Public

Please review the following pages to see what types of transactions chapter administrators, members, and non-members can do online (for a quick glance of who can do what, see the "Guide to Online Transactions" chart on the left). Step-by-step instructions and images are included for reference purposes.

Psi Chi does accept online payments through the national website at www.psichi.org. Online payments for new members, merchandise, jewelry, certificates, and publications can be placed using a credit card or a PayPal account (if you use a PayPal account, it is recommended that you set up a PayPal account prior to placing your order).

Contact the National Office with any questions at psichi@psichi.org or by calling (423) 756-2044.

Save Time and Money

Entering Psi Chi transactions online saves time and money. When you enter a transaction online, you eliminate *the time* it takes for your order to arrive at the National Office and the cost of mailing your orders to the National Office. There are no extra costs or hidden fees when you enter a transaction online.

Are Online Orders Secure?

Psi Chi has made a concerted effort to make sure your transactions are safe and secure. Online electronic check payments are placed using the 128-bit encrypted Secure Sockets Layer (SSL) protocol (the highest secure level available commercially) through one of the leading Internet electronic check processing services.

Different Logins: Chapter Login and Member Logon

There is a difference between a *chapter administrator login* and a *member logon*. A chapter administrator login is for chapter administrators to enter *chapter-level transactions* with the National Office. A member logon is for Psi Chi members to enter *member-level transactions* with the National Office and update contact information.

Chapter Login : www.psichi.org/chapter/login.asp



Figure 1: Chapter login

Log in (Figure 1) as a chapter administrator using your chapter's username and password.

If you do not know your chapter's login information, please contact your chapter's faculty advisor for this information. Psi Chi allows the local chapter advisor the discretion to whom to give this login information (typically, only chapter officers).

If the chapter login information needs to be resent to the chapter email address on file, fill out this brief form here: www.psichi.org/chapters/login_forgot.asp

For further assistance determining your chapter's login information or for help with logging in, please email Psi Chi at psichi@psichi.org.

Chapter Administrator Options : www.psichi.org/chapters/edit.asp



Figure 2: Chapter Administrator Options

After logging in, you will be presented with a menu of options (Figure 2). In the navigation order presented, you may choose to:

- Update your chapter's contact information or upload an image for your chapter's logo/symbol.
- View chapter members or add new members here. Pending members are members entered online for whom the National Office is still awaiting payment for and/or have not yet been processed into National records.
- Enter your chapter's officers (when viewing your chapter's information page). Entering your chapter's officers here will not automatically submit their names for publication in *Eye on Psi Chi*; instead, submit

the Officers report under "Chapter Reports" (page 5).

- Order certificates (replacement, name change, transfers).
- Email your chapter's members who have signed up to receive emails from your chapter.
- Enter news for your chapter (for when viewing your chapter's information page).
- Submit your chapter's reports (annual, financial, new advisor, officer/activity).
- Submit a request for chapter supplies (forms, brochures, posters).
- Login/Logoff your chapter's administrator account.

Chapter Contact Information : www.psichi.org/chapters/edit_info.asp

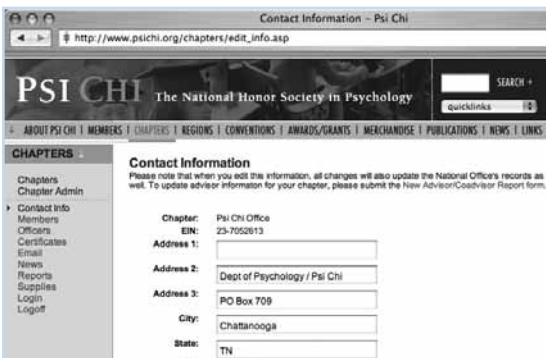


Figure 3: Chapter Contact Information

You may edit or update the following chapter information from this page (Figure 3):

- Chapter website URL
- Contact email address
- Login username/password
- Mailing address
- Number of *Eye on Psi Chi* copies to receive

- Telephone and fax numbers

Additionally, your chapter may upload its own logo or symbol for when viewing your chapter's information page. Images must be in GIF format and sized to 68 x 68 pixels. If you have a larger image or an image in a different format, please e-mail it to psichi@psichi.org, and the National Office will reformat and submit it on behalf of your chapter.

Members : www.psichi.org/chapters/members.asp

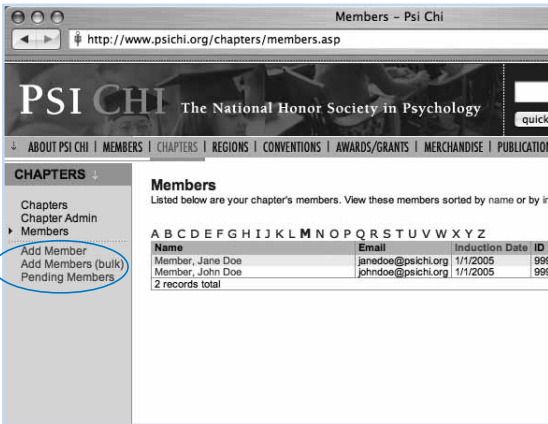


Figure 4: Members

Add new members for your chapter or view previously registered members from this page (Figure 4). When first opening this page, a list of all your chapter's registered members is shown. This list can be sorted by last name (click on a letter of the alphabet) or induction date (click on the *Induction Date* link). You can also view an entire list of members by clicking on the *All* link near the bottom of the page (not shown in Figure 4).

There are three navigation options listed in the Navigation menu on the

left (read the following section for more information on adding and pending members):

- **Add Member:** Add one new member at a time
- **Add Members (bulk):** Add up to ten new members at a time
- **Pending Members:** View those persons whose membership is considered pending

At any time, you may edit a member's information by simply clicking on that member's name.

Add New Members & Pending Members



Figure 5: Add Member

www.psichi.org/chapters/addmember.asp
www.psichi.org/chapters/addmembers.asp
www.psichi.org/chapters/members.asp?pending=true

You can add new members one at a time (Figure 5) or up to ten at a time (Figure 6). After adding new member information (red-letter fields are required), you will be taken to the "Pending Members" screen (Figure 7).

Members entered online are considered *pending* until both following conditions are met:

- Payment is received (either online or by mail)
- Members are processed at the National Office

Members are processed at the National Office *only after* payment is received. Your chapter may pay

for pending members by checking to the left of each member's name and then clicking on the *Pay Online* button (located below the last pending member). You will then be prompted to enter your payment's billing, shipping, and checking account information (see "How to Make an Online Payment" on pages 6-10).

Alternatively, you can enter your members online and then mail your payment with an auto-generated Registration Form. To do so, check to the left of each member's name and then click on the *Print Payment Form* (located below the last pending member) to create a printable

Registration Form (pdf file) for the pending members you selected. Then, print the Registration Form that was created, and mail it and a check or money order (\$35 for each new member) to the National Office.

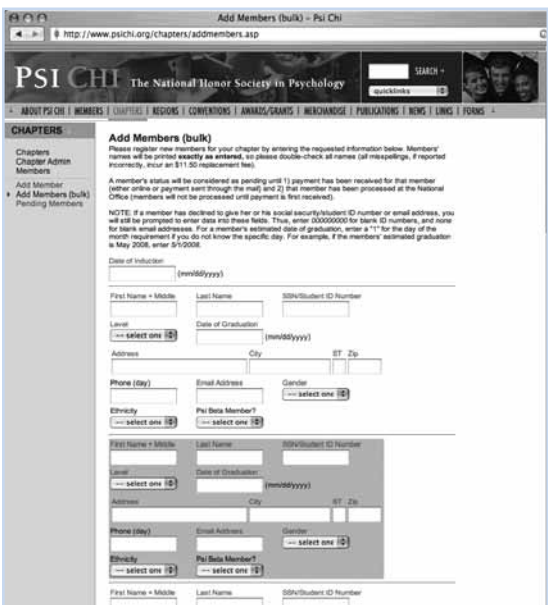


Figure 6: Add Members (Bulk)

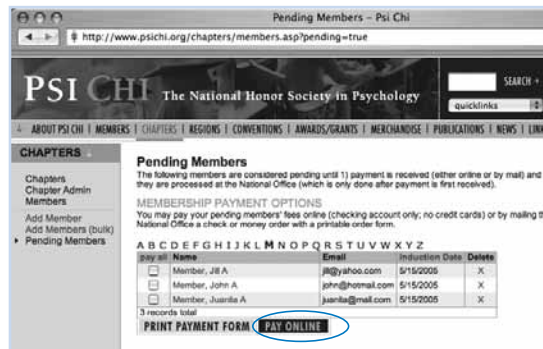


Figure 7: Pending Members

Enter Chapter Officers : www.psichi.org/chapters/officers.asp

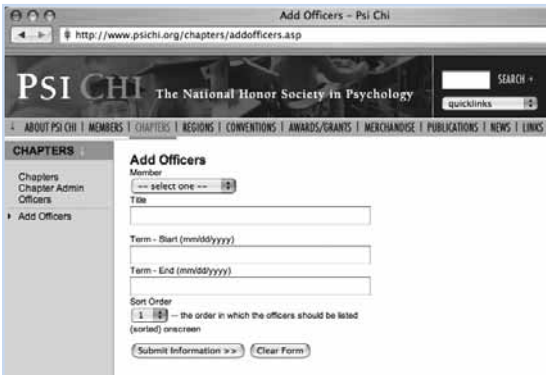
The screenshot shows a web browser window with the URL 'http://www.psichi.org/chapters/addofficers.asp'. The page header includes the PSI CHI logo and navigation links. The main content area is titled 'Add Officers' and contains a form with the following fields: 'Member' (a dropdown menu), 'Title' (a text input), 'Term - Start (mm/dd/yyyy)' (a date input), and 'Term - End (mm/dd/yyyy)' (a date input). Below these fields is a 'Sort Order' section with a dropdown menu and a note: '1 - the order in which the officers should be listed (sorted) onscreen'. At the bottom of the form are two buttons: 'Submit Information >>' and 'Clear Form'.

Figure 8: Add Officers

Enter your chapter's officers when viewing your chapter's information page in the Chapter Directory (Figure 8).

Chapter officers entered here will not be published in *Eye on Psi Chi*. To submit chapter officers for publication in *Eye on Psi Chi*, submit the Officers report at www.psichi.org/chapters/reports_oa.asp.

Certificates : www.psichi.org/chapters/certificates.asp

The screenshot shows a web browser window with the URL 'http://www.psichi.org/chapters/certificates.asp'. The page header includes the PSI CHI logo and navigation links. The main content area is titled 'Certificates' and contains a list of certificate types: 'Replacement Certificate', 'Name Change Certificate', and 'Transfer Certificate'. Below the list is a note: 'Your chapter may order and make payments for the following types of certificates using a checking account.'

Figure 9: Certificates

Order replacement, name change, and transfer certificates on behalf of your chapter's members here (Figure 9).

Certificate requests may be entered online. Payment may then be made either directly online (click on the

[Pay Online](#) button) or by printing the request (click on the [Print Payment Form](#) button) and mailing the request and payment to the National Office.

Email Chapter Members : www.psichi.org/chapters/email.asp

The screenshot shows a web browser window with the URL 'http://www.psichi.org/chapters/email.asp'. The page header includes the PSI CHI logo and navigation links. The main content area is titled 'Email Members' and contains a form with the following fields: 'Subject' (a text input) and 'Message' (a large text area). Below the form are two buttons: 'Send Email' and 'Clear Form'.

Figure 10: Email Members

Your chapter now has a new tool to communicate with its members. With one click of a button, you can email all your chapter's members who have signed up to receive these types of emails (Figure 10).

To use this feature, simply type in a subject on the Subject line, enter the message you want sent to your chap-

ter's members, and click on the [Send Email](#) button. Email messages will only be sent to those members with a member logon (see page 11) who have subscribed to "My Chapter Emails" (see page 13). The number of chapter members currently subscribed to receive these types of emails is indicated on this page.

Enter Chapter News : www.psichi.org/chapters/edit_news.asp

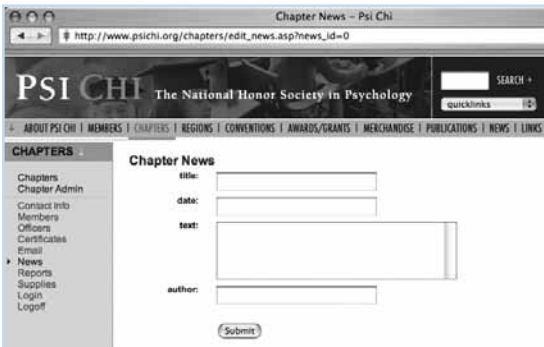


Figure 11: Chapter News

Enter news, events, and upcoming activities for your chapter in this section (Figure 11). After entering the text for a news item, you can then edit, delete or add more news messages. All news items will be displayed on your chapter's news page at www.psichi.org/chapters/news.asp.

Submit Chapter Reports : www.psichi.org/products/home.asp

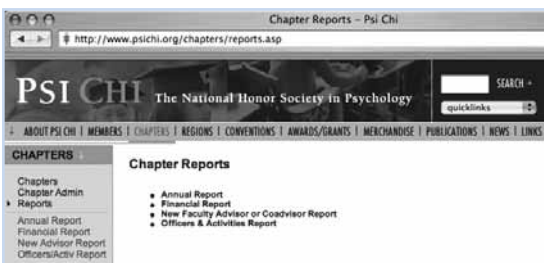


Figure 12: Chapter Reports

Your chapter may submit four reports (Figure 12) electronically by clicking on the corresponding link, entering the requested information, and then clicking on each report's *Submit* button:

- Annual Report (file by June 30 of each year)
- Financial Report (file by June 30 of each year)
- New Faculty Advisor/Coadvisor Report
- Officers & Activities Report

Chapter Supply Request : www.psichi.org/products/home.asp



Figure 13: Supply Request

Order chapter hard-copy supplies such as Psi Chi forms, brochures, posters, and booklets from the National Office here (Figure 13).

Note. This is not the section to order Psi Chi merchandise and jewelry. To order merchandise or jewelry, go to www.psichi.org/products/home.asp.

What types of items can be paid for online?

New members, merchandise, jewelry, certificates, and publications may all be ordered and paid for online. *However*, whether you are a chapter administrator, a Psi Chi member, or a non-member is what determines which items can be paid for online.

- **Chapter administrators** may pay for all types of items online (new members, merchandise, jewelry, certificates, and publications).
- **Members** may pay online for certificates (replacements, name changes, and transfers) and publications.
- **Non-members** may only make online payments for publication items (see note on page 15).

Whereas members and non-members are restricted from making payments online for merchandise and jewelry, they do have the option to create a **printable order form** (pdf format) by adding items to their cart and then printing the form on Step 3 (see page 8). However, only chapter administrators can actually place an order *and* make payment online.

Step-by-step instructions and example images are listed below on **how to make an online payment**. When making an online payment, the only acceptable payment method is to use the information from a checking account. Credit card payments are currently not accepted. The following information will be requested:

- **Checking Account Information:**
 - Account number (6-17 digits)
 - Address associated with the checking account
 - Name of bank the checking account is at
 - Routing number (9 digits)
 - Type of checking account (individual or business)
- **Contact Information** (phone, email)
- **Driver's License Number**

As an **example order**, we will go through step by step **how to make payment for three new members and three honor cords**. While the specifics vary slightly when ordering other items, the guidelines below apply to any online payment made on our website.

Add Pending Members to Cart : www.psichi.org/chapters/members.asp?pending=true

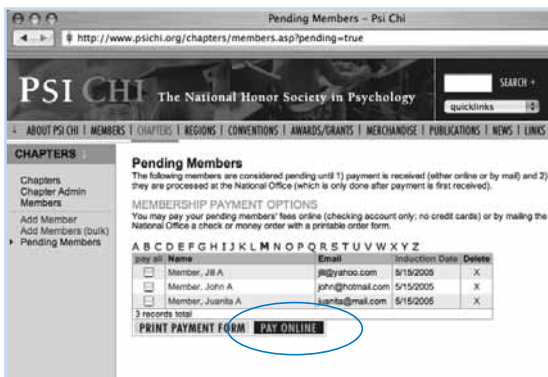


Figure 14: Supply Request

After entering new members online, go to the Pending Members page (Figure 14). Select those members you would like to pay for by checking next to their names. You can select all members by clicking on the *pay all* link.

Then, click on the *Pay Online* button to begin the process of actually paying for those selected members.

Note. If you just want to generate a printable Registration Form for mailing purposes, be sure to check next to those members' names you want printed on the auto-generated Registration Form and click on the *Print Order Form* button. A multi-page pdf file containing the Registration Form's information will be generated for you. Print and mail with a check or money order to the National Office.

Add Merchandise to Cart : www.psichi.org/products/home.asp



Figure 15: Merchandise

If you will be adding merchandise items to your order, go to the "Merchandise" section of the website. Otherwise, go to the following "View Cart" section.

In our example, we will add 3 honor cords by going to www.psichi.org/products/listing/item26.asp, selecting

"3" as the quantity from the quantity dropdown menu (located beneath the item price), and clicking on the [Add to Cart](#) button (Figure 15).

Next, click on the [View Cart](#) link found in the left-hand column and you will be taken to the "Welcome to Your Cart" screen.

View Your Cart : www.psichi.org/products/cart_view.asp

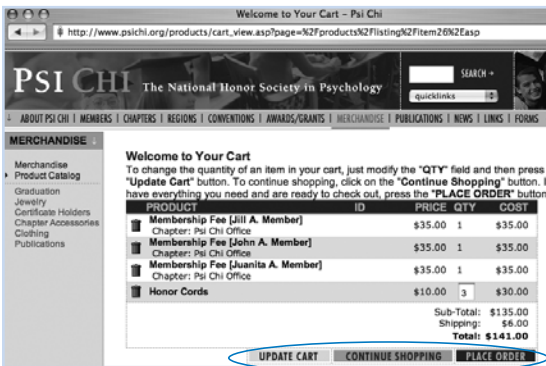


Figure 16: Merchandise

This screen (Figure 16) shows the items in your shopping cart. At this point, you can add additional items to your shopping cart (use the [Continue Shopping](#) button), or change the quantities of any item by modifying the QTY field and then clicking on the [Update Cart](#) button.

For our example, we will not add any other items and will go ahead with our order by clicking on the [Place Order](#) button. You will now be taken to the first step of the checkout process and to a secure section of our website.

Billing Information : www.psichi.org/secure/step1.asp

STEP 1 OF 4

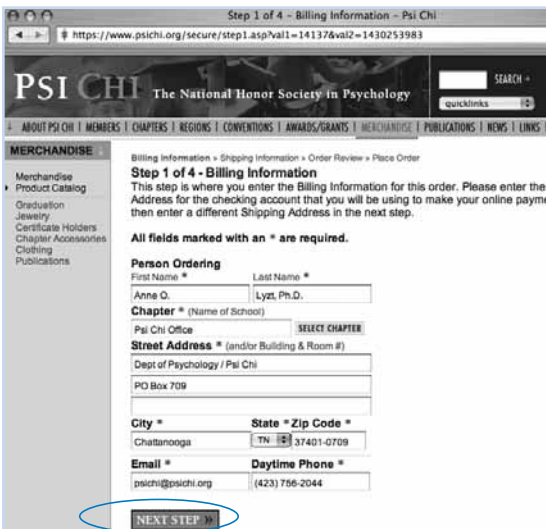


Figure 17: Billing Information

Enter the billing and contact information associated with the checking account you will be using. Contact information from your chapter is automatically inserted into the fields on this screen (Figure 17), but you may, if necessary, change or correct this information to the checking account you will use to pay for this

order. All fields with a red asterisk are required.

Note. For orders with **only** publication items, please read the notes for these types of orders on page 15.

Click on the [Next Step](#) button when all fields are complete.

Shipping Information : www.psichi.org/secure/step2.asp

STEP 2 OF 4

Step 2 of 4 - Shipping Information - Psi Chi
https://www.psichi.org/secure/step2.asp?val1=29146&val2=333943367

PSI CHI The National Honor Society in Psychology

Merchandise Information > Shipping Information > Order Review > Place Order

Step 2 of 4 - Shipping Information
At this stage of the ordering process you simply need to enter your shipping information. Below you need to fill out what type of shipping you would like as well as where you the items sent.

All fields marked with an * are required.

SAME AS BILLING INFORMATION Shipping Method: Normal

Person Receiving
First Name * Last Name *
Anne O. Lytt, Ph.D.
Chapter * (Name of School)
Psi Chi Office SELECT CHAPTER

Street Address *
Dept of Psychology / Psi Chi
PO Box 709

City * State * Zip Code *
Chattanooga TN 37401-0709

Daytime Phone * Evening Phone
(423) 756-2044

Comments for National Office/ Needed

NEXT STEP

Figure 18: Shipping Information

Enter where you would like your items to be shipped here (Figure 18). The order system automatically assumes the billing and shipping information is the same; however, you may uncheck this item and enter different shipping information (if applicable).

Note. New members' certificates, cards, and lapel pins are always shipped to the chapter address on file, regardless of what information is entered here.

In addition, select if you want your order shipped *Normal* (default set-

ting) or *Overnight Delivery* (extra \$20). Orders sent via *Normal Delivery* are typically shipped using the U.S Post Office or UPS Ground, while orders shipped *Overnight Delivery* use DHL's Next Day service.

Please enter any comments about your order for the National Office, or the date you need your order by, in the "Comments" section located on the right-hand side.

Click on the *Next Step* button when all required fields are complete.

Order Review : www.psichi.org/secure/step3.asp

STEP 3 OF 4

Step 3 of 4 - Order Review - Psi Chi
https://www.psichi.org/secure/step3.asp?val1=17884&val2=9106035233

PSI CHI The National Honor Society in Psychology

Merchandise Information > Shipping Information > Order Review > Place Order

Step 3 of 4 - Order Review

Billing Address: Anne O. Lytt, Ph.D., Dept of Psychology / Psi Chi, PO Box 709, Chattanooga, TN 37401-0709, (423) 756-2044, alps@psichi.org

Shipping Address: (same as billing address)

Shipping Method: Normal

PRODUCT	ID	PRICE	QTY	COST
Membership Fee [Jill A. Member] Chapter: Psi Chi Office		\$35.00	1	\$35.00
Membership Fee [John A. Member] Chapter: Psi Chi Office		\$35.00	1	\$35.00
Membership Fee [Juanita A. Member] Chapter: Psi Chi Office		\$35.00	1	\$35.00
Honor Cards		\$10.00	3	\$30.00
Sub-Total:				\$135.00
Base Shipping:				\$6.00
TOTAL: \$141.00				

PRINT ORDER PLACE ORDER

Figure 19: Order Review

Review the information you have entered for your order (Figure 19). If everything is correct, click on the *Place Order* button to complete the last step (payment using a checking account) of your order. If incorrect, use your browser's *Back* button to return to Step 1 or Step 2 to correct your order.

Note. If you want to print your order to mail with your payment to the National Office, click instead on the

Print Order button. Use this option if you are unsuccessful in completing your order on the next step.

Regarding shipping fees ("Base Shipping"), there are no shipping fees for normal delivery of new members' materials. In our example, however, there is a \$6.00 shipping fee since we have also included three honor cords. Shipping fees vary and are based upon the dollar amount of your order.

New Pop-Up Window

STEP 3 OF 4 (CONTINUED)

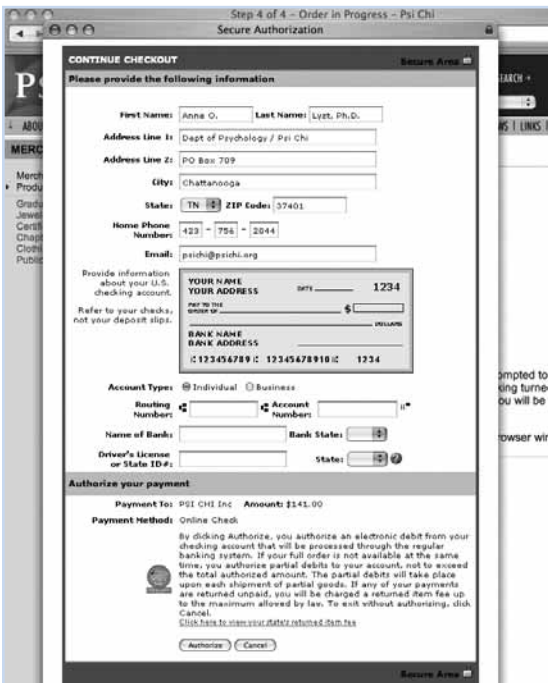


Figure 19a: Checkout—Payment Window



Figure 19b: Lost Payment Window

After clicking on the *Place Order* button, **what's supposed to happen next is a new pop-up window** (Figure 19a) should appear in which to enter your checking account information (account number, routing number, etc.). Do not close this window, as this window is where you will enter your checking account (payment) information!

If a new pop-up window **does appear**, great! Go on to the following "Enter Checking Account Information" (page 10) to enter the payment information for your order.

If a new pop-up window **does not appear** (Figure 19b), here are some troubleshooting steps.

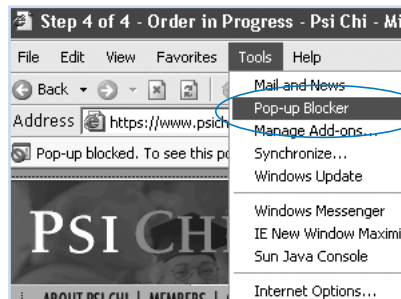


Figure 19c: Disable Pop-up Blocking in Windows Internet Explorer

- **Disable Pop-up Blocking:** Please disable blocking pop-up blocking for our site (www.psichi.org). Under the latest version of Windows Internet Explorer, select "Pop-up Blocker" from the

"Tools" menu and set the appropriate options (Figure 19c). Under the latest version of Mac OS X Safari, uncheck "Block Pop-Up Windows" from the "Safari" menu (Figure 19d). Then, click Back in your browser (return to Order Review, Step 3) and click on the *Place Order* button again.

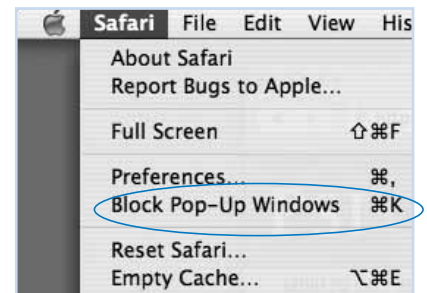


Figure 19d: Disable Pop-up Blocking in Mac OS X Safari

- **Use a Different Computer:** Try using a different computer to place your order.
- **Ask for Help:** Consult a computer lab worker, colleague, or friend for assistance in getting this pop-up window to appear for you.
- **Print and Mail Your Order:** If you have tried everything and still cannot get this pop-up window to appear, return to the "Order Review" screen (Step 3) and print your order. Then, mail your order with a check or money order to our office for processing.

Enter Checking Account Information

STEP 4 OF 4

Figure 20: Secure Authorization

Figure 21: Secure Authorization

Enter the checking account information for your order payment. You may use any type of checking account (personal or chapter). We recommend looking at a blank check while filling out this information. The information that is requested is as follows (Figure 20):

- Checking Account Information:
 - Account number (6-17 digits)
 - Address associated with the checking account
 - Name of bank the checking account is at
 - Routing number (9 digits)
 - Type of checking account (individual or business)
- Contact Information (phone, email)
- Driver's License Number

A. Enter the first and last name of the person listed on the checking account. If you are using a chapter checking account, enter the first and last name of the person for whose driver's license number is requested below.

B. Enter the address, city, state, ZIP, and phone number that are associated with the checking account you are using for your order payment. Also, enter a contact email address for this order.

C. Select "Individual" if you are using a personal checking account. Only select "Business" if you are using a chapter checking account.

D. Enter the routing number and account number of the checking account you are using. Where is this information located on your

check? Refer to Figures 20 and 21, or after you click into these fields to enter this information, an area in red will be highlighted on the sample check showing you where the routing and account information is located on your check.

E. Enter the name of the bank the checking account is located at and the state where the bank is located.

F. Lastly, for verification purposes, enter the driver's license number for the name of the person listed at the top of the page in the First Name and Last Name fields. **The driver's license number entered must match the name entered above.** Also, enter the state that issued the driver's license. Then, click on the *Authorize* button to complete the order.

If after clicking *Authorize* and your transaction does not submit successfully, contact TeleCheck customer support toll-free at 1-888-772-2439 or by email at *Customercare@moneyzap.com* for information as to why your online check transaction is not submitting successfully.

Confirmation

If successful, you should get a confirmation onscreen that your transaction was successful. A confirmation email will also be sent to the email address you entered.

Orders placed by 12:00 noon Eastern time (Monday–Friday) will attempt to be filled the same day. Otherwise, your order will be filled within 1-2 business days.

Member Logon : www.psichi.org/members/logon.asp



Figure 22: Member Logon

To log on as a Psi Chi member, you first need to have a member logon. Enter your member username and password, and then click on the *logon* button (Figure 22). If successful, you will be taken to your member information page.

To create a logon, follow the directions in the "Create Logon" section below.

If you have previously created a logon and forgotten your logon information, click on the Forgot Logon link or go to www.psichi.org/members/forgot.asp (Figure 23). You will be prompted to enter your ID



Figure 23: Forgot Logon

number for verification. Your logon information will then be mailed to the email address on file with your membership records.

Create Logon : www.psichi.org/members/logoncreate.asp

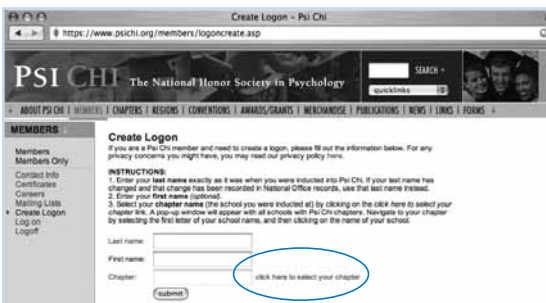


Figure 24: Create Logon

To create a member logon, enter your last name as it was when you were inducted into Psi Chi (Figure 24). If your last name has changed since that time *and* that change has been recorded in National Office records, use that last name instead. Entering your first name is optional.

Then, select the Psi Chi chapter you were inducted at by clicking on the *click here to select your chapter* link. A pop-up window should appear with all schools with Psi Chi chapters. Navigate to your chapter by selecting the first letter of your school's name, and then click on the name of your school.

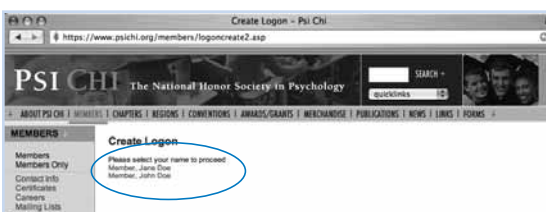


Figure 25: Create Logon

After entering this information, click on the *submit* button. Your name should appear (Figure 25) after locating your membership (if you get a message indicating no records match the information submitted, email the National Office at psichi@psichi.org for logon assistance). Click on your name to continue creating a member logon.



Figure 26: Create Logon

On the next screen (Figure 26), enter **either** your lifetime Psi Chi member ID number (located on your membership card) **or** your social security number or student ID number (whichever was provided to the National Office). You must also

enter your desired username and password at this step. Click on the *submit* button to continue.



Figure 27: Create Logon Successful

If successful, you will see a confirmation message stating you have successfully created a member logon (Figure 27). You will be taken to the member logon page with your newly created username and password automatically entered for you. Click on the *logon* button to finish logging on.

If unsuccessful, additional information will be requested from you in order to create a member logon on your behalf. Enter the requested information (required fields are in red) and click on the *submit* button. A member logon will be created for you typically within 1-2 business days.

Members Only Homepage : www.psichi.org/members/home.asp



Figure 28: Members Only

After logging on as a member, you will be taken to a members homepage only available to Psi Chi members (Figure 28).

In the order of navigation options available from the left-hand side menu, you can edit your contact information (*Contact Info*), order certificates (*Certificates*), search for

careers or post your resume on MonsterTRAK.com through our career link page (*Careers*), and subscribe to available Psi Chi email lists such as the *Psi Chi Digest* (click on *Mailing Lists*).

Read the following sections for more information about each option.

Contact Information : www.psichi.org/members/changeinfo.asp



Figure 29: Contact Information

Edit or update your personal and contact information here (Figure 29). You may edit the following information from this page:

- Date of graduation
- Email or telephone contact
- Ethnicity
- Gender
- Mailing address
- Member username or password

After making a change and clicking on the *submit* button, you should see a confirmation message.

Certificates : www.psichi.org/members/certificates.asp

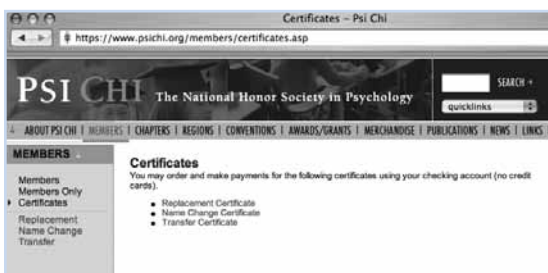


Figure 30: Certificate

Order a replacement, name change, or transfer certificate from this page (Figure 30). For all certificate orders, you may either (a) print an order form (use the *Print Payment Form* button) to mail to the National Office with your payment, or (b) pay for the certificate online by clicking on the *Pay Online* button. For help with online payments, see the "How

to Make an Online Payment" section on pages 6-10.

If you print a payment form, this does not mean that your order has been submitted to the National Office. Rather, printing the form simply saves you the time of having to fill out your certificate request form by hand.

Careers: www.psichi.org/members/careers.asp

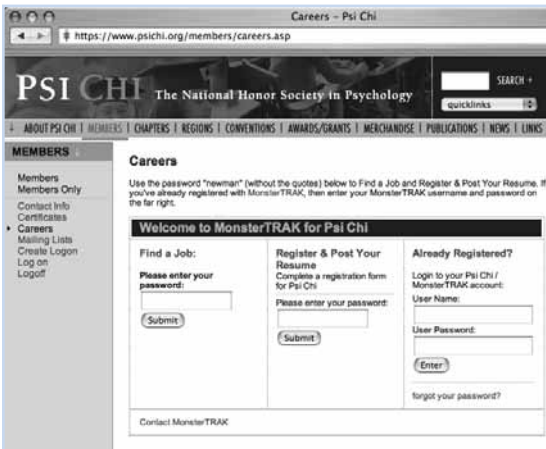


Figure 31: Careers

Like other schools and honor societies, Psi Chi has established a partnership with MonsterTRAK for members to search for jobs or internships of interest to psychology students and graduates.

To "Find a Job" or to "Register & Post Your Resume" with MonsterTRAK, enter the password "newman" (without the quotes) and click on the **Submit** button (Figure 31). You may also log in to *MonsterTRAK.com* with your MonsterTRAK username

and password (*not* the same as your Psi Chi member username and password) on the right-hand side of this screen.

There are a wide variety of career opportunities and services available through MonsterTRAK. Psi Chi encourages you to take advantage of this special benefit for Psi Chi members by checking out the MonsterTRAK career service today.

Mailing Lists: www.psichi.org/members/lists.asp



Figure 32: Mailing Lists

Subscribe to Psi Chi email lists here (Figure 32).

- **General Mailing List:** Receive news about general Psi Chi-related news or special events
- **Psi Chi Digest:** Biweekly news digest of the latest Psi Chi news, deadlines, and upcoming events
- **My Chapter Emails:** Refers to emails sent from your chapter administrator

To subscribe, check next to the list you would like to receive. To unsubscribe, uncheck next to the list you would like to stop receiving

Customize the Website : www.psichi.org/home.asp

Any user of the Psi Chi website can customize the website, order and pay for publications online, or create a printable order form (for merchandise). Remember, creating a printable order form **does not mean** your order has been submitted to the National Office. Rather, printing your order saves you the time of filling out your order by hand. To complete your order, print your order and mail it to the National Office with a check or money order. For assistance on how to create a printable order form or how to make an online payment, read the "How to Make an Online Payment" section on pages 6-10.

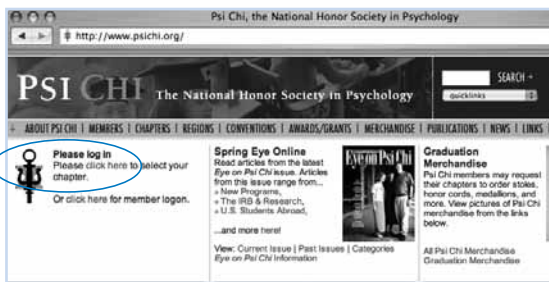


Figure 33: Psi Chi Home Page

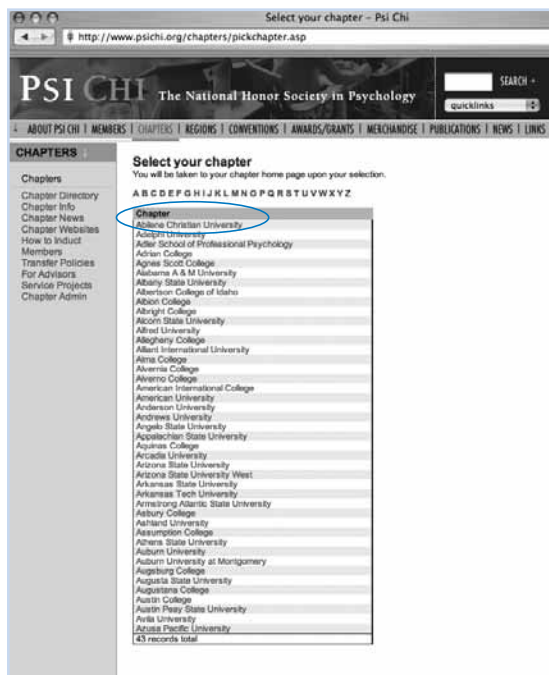


Figure 34: Select Your Chapter

You may customize the home page and chapter sections of the website so your chapter's name, officers*, and news* from your local chapter appears whenever you visit the Psi Chi national website. Simply follow the steps below.

In the upper left-hand corner on the Psi Chi home page (Figure 33), there is a section entitled "Please log in." Click on the [click here](#) link below to select the Psi Chi chapter for which you would like to customize the Psi Chi national website.

Select your chapter from an alphabetical list of chapters at www.psichi.org/chapters/pickchapter.asp (Figure 34). As an example, we will select the first chapter listed, which is Abilene Christian University.

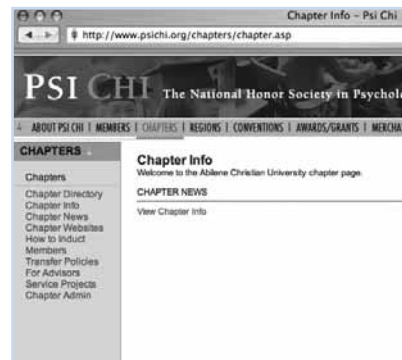


Figure 35: Chapter News

After clicking on "Abilene Christian University," we are directed to this chapter's page at www.psichi.org/chapters/chapter.asp (Figure 35). If the chapter has entered any chapter news, those news items would appear on this page. You may click on the [View Chapter Info](#) link to view chapter contact and officer* information (see Figure 36).



Figure 36: Chapter Info

When you return to the Psi Chi home page (www.psichi.org/home.asp), your local chapter's information and latest news (if any) now appears in the upper left-hand corner (Figure 37).



Figure 37: Personalized Home Page

If you want to change your chapter selection (e.g., you transfer to another school), simply return to the alphabetical list of chapters at www.psichi.org/chapters/pickchapter.asp. To clear your chapter selection completely, type in www.psichi.org/killcookie.asp.

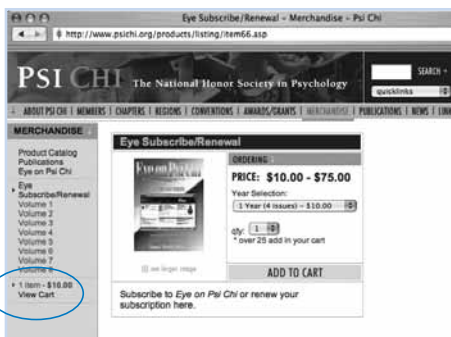
*Your chapter's officers and news will only appear if a chapter administrator has previously entered officer or news items for your chapter.

Help With Ordering Publication Items : www.psichi.org/products/categories/category14.asp

Follow these steps if you are ordering **only** publication items.



1. Add your desired publication item(s) to your cart by clicking on the **Add to Cart** button.



2. View your cart by clicking on the **View Cart** button from the left-hand navigation column.



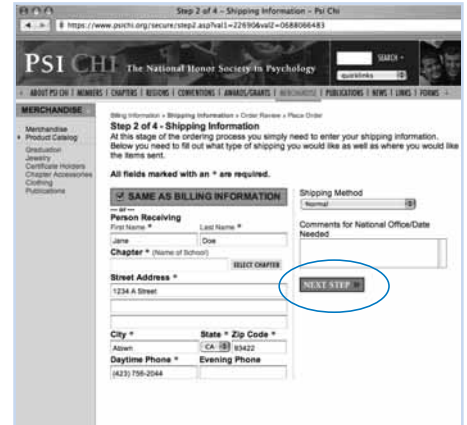
3. Next, click on the **Place Order** button.



4. Click on the **Next Step** button in the lower righthand corner.



5. On Step 1 of the payment process it appears as if you have to select a school, **but you actually don't have to**. Simply enter your billing information and **leave the "Chapter (Name of School)" field blank**. Click on the **Next Step** button when you are finished entering your billing information.



6. On Step 2 of the payment process, again leave the "Chapter (Name of School)" field empty. Enter your shipping information (if different) and when finished entering the requested information, click on the **Next Step** button.



7. For the rest of your order, follow the instructions starting with the "Order Review (Step 3 of 4)" section on page 8.