

TRI DELTA

STEP-BY-STEP INSTRUCTIONS FOR PAYING DUES

This document contains instructions for alumnae to pay their Fraternity dues and dues to join a local alumnae chapter. Please reach out to alumnae@trideltaeo.org with any questions.

STEP 1: CLAIM YOUR MY TRI DELTA ACCOUNT*

***If you've already claimed your account with My Tri Delta, please go to Step 2.**

If you have never claimed your My Tri Delta account, no worries! This step will help get you set up with instructions below. To claim your account, please visit the following link: <https://mytridelta.tridelta.org/>



TRI DELTA

Login to My Tri Delta!

Tri Delta uses FSID for a safe and secure login.
If you already have an account, select Continue with FSID.
If you are registering for the first time, Claim your Account.

 Continue with FSID

 Claim Your Account

Once you are here, please click the “Claim Your Account” button at the bottom of the page. Then, you’ll be taken to a page to help us find you in our database.

Welcome to the

My Tri Delta Portal

Let's set up your account!

Thank you for requesting your account. Please fill out this form so that we may use it to confirm your identity and issue your account. We will do our best to verify your information as quickly as possible, please note that in some cases it may take us some time.

* Email
you@example.com

* First Name

* Last Name ⓘ

Initiated/Maiden Last Name ⓘ

* Initiation Year

* Chapter

Tri Delta Executive Office
14951 N. Dallas Pkwy, Suite 500 | Dallas, Texas 75254
Email: info@tridelta.org
Tel: 817.633.8001

- Please fill out all the fields on this page and click the “Claim Account” button.
- Having trouble pulling up your chapter? Type in your chapter and press the magnifying glass button on the right. Particularly for chapters with single-letter Greek names, this will help pull up all potential matching chapters.
- If the information matches what’s in our database, you’ll receive an email with a link to join My Tri Delta.
- When setting up your My Tri Delta account, please note that our password length requirement is 15 characters. Tri Delta takes your security very seriously, so we want to put this measure in place to help us keep your information secure.
- If the information doesn’t match what’s in the system, your request will be manually reviewed. If you haven’t heard back from us in 24 to 48 hours, please call us at (817) 633-8001 or email us at helpdesk@trideltao.org.
- Once you are all logged in to My Tri Delta, you can start paying your alumnae dues and access your benefits.

STEP 2: LOG IN TO YOUR MY TRI DELTA ACCOUNT

Please visit the [Tri Delta homepage](#) to log in to your [My Tri Delta account](#). Once you’ve logged in, you will see the page pictured below, with your full name in the top right corner as well as your first name and collegiate chapter in the center of your screen. This is your spot for all Members Only resources, such as Officer Directories, Sister Search, the Ritual Portal, and our Volunteer Profile form.

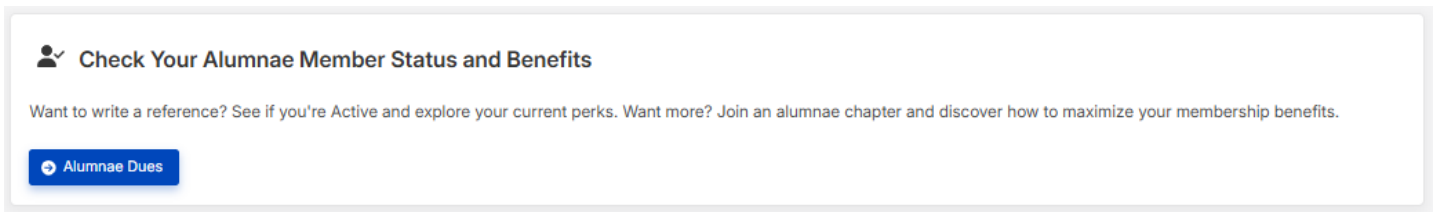
My TRI DELTA Gracie Lyon

[Home](#) [Alumnae Dues](#) [Sister Search](#) [Sisters You Remember](#) [Officer Directory](#) [miniMBA](#) [tridelta.org](#) [Staff Tools](#) ▼

Hello, Gracie!
Your membership status with Tri Delta is Alumnae and you are affiliated with Epsilon Xi.

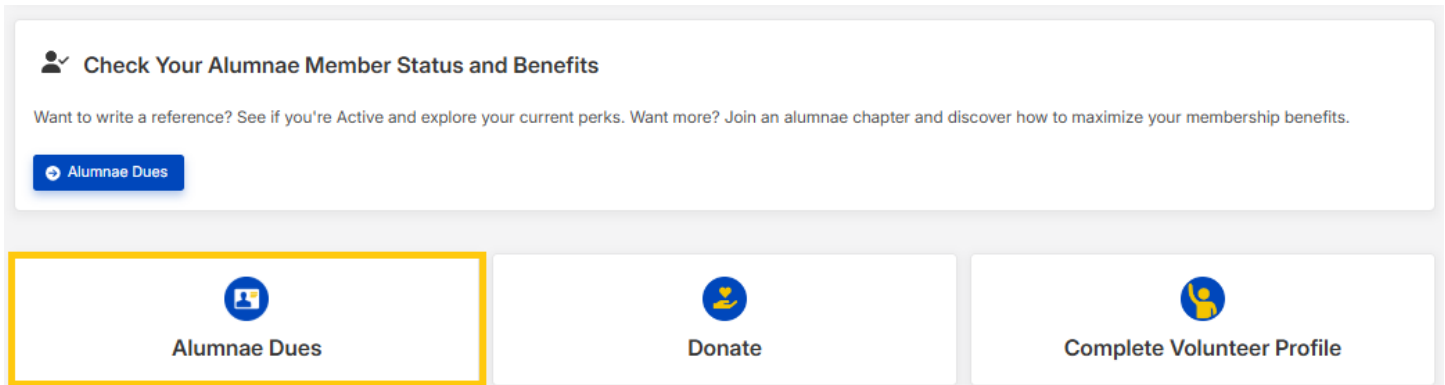
In the section just below your name and collegiate chapter, you will see **Check Your Alumnae Member Status and Benefits**. By clicking the blue “Alumnae Dues” button, you will be taken to a new screen. This is where you

will have the opportunity to pay your Fraternity dues and you will be given the option to pay local dues to the alumnae chapter(s) of your choosing.

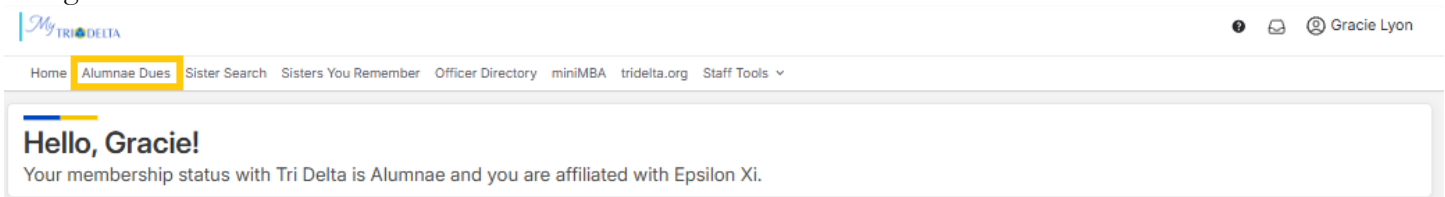


The Alumnae Dues payment portal can also be accessed through the Alumnae Dues Tile or by selecting Alumnae Dues from the navigation bar.

Alumnae Dues Tile:



Navigation Bar:



STEP 3: UNDERSTANDING YOUR DUES OPTIONS

You will have multiple options when paying your dues. This section will walk through some different options and the different parts of the homepage you might see.

LIFE LOYAL MEMBERS

If you are a Life Loyal member, your homepage and options for paying your dues will look a little different.

Life Loyal members are considered Active dues-paying alumnae members. Because you are Life Loyal, you have three options for paying your dues:

- Level up your benefits to the Silver or Gold level and renew alumnae chapter membership or join an alumnae chapter.
- Only renew alumnae chapter membership or join an alumnae chapter.
- Only level up to Silver or Gold benefits.

Renew or join an alumnae chapter today!

Being part of a Tri Delta alumnae chapter offers a continuation of sisterhood, volunteer opportunities and the chance to connect with other Tri Deltas in your area. Alumnae chapters provide a network for support, mentorship and networking—especially when moving to a new area.

If you've already been part of your local chapter, simply renew your membership here on My Tri Delta annually. Or, if you've never taken the step of checking out all that chapter membership can offer you, join an alumnae chapter today!

Interested in supporting more than one alumnae chapter? Now you can! After completing this transaction and receiving your receipt, you'll be able to join an additional chapter. Just return to this page to complete the next transaction.

If you have any questions, please email us at alumnae@trideltaeo.org.

➔ Renew/Join Alumnae Chapter & Level Up

➔ Renew/Join Alumnae Chapter

Thank you for being a Life Loyal member!

➔ Level Up

As a Life Loyal member of Tri Delta, you are considered an Active member and eligible for a number of benefits, including access to our online reference form, volunteer and mentorship opportunities, a special digital issue of *The Trident* magazine and more—all while helping Tri Delta stay strong for the next generation to come!

If you've already been part of your local chapter, simply renew your membership on My Tri Delta annually by clicking the button in the section above. Or, if you've never taken the step of checking out all that chapter membership can offer you, join an alumnae chapter today by clicking the button in the section above!

Looking for more connection and benefits? To make the most of your membership experience, you may want to add [Silver or Gold level benefits](#).

Silver (\$33/year): Printed Trident magazine, professional development, networking, events, and leadership updates.

Gold (\$66/year): Everything in Silver, plus exclusive discounts and direct engagement with Tri Delta leadership.

RENEW/JOIN AN ALUMNAE CHAPTER

If you want to renew your alumnae chapter membership or join an alumnae chapter, you will click this button and start by paying your Fraternity dues. **If you have been a member of an alumnae chapter and just need to renew those dues, please click the “Renew/Join Alumnae Chapter & Pay Fraternity Dues”.**

Renew or join an alumnae chapter today!

➔ Renew/Join Alumnae Chapter & Pay Fraternity Dues

Being part of a Tri Delta alumnae chapter offers a continuation of sisterhood, volunteer opportunities and the chance to connect with other Tri Deltas in your area. Alumnae chapters provide a network for support, mentorship and networking—especially when moving to a new area.

If you've already been part of your local chapter, simply renew your membership here on My Tri Delta annually. Or, if you've never taken the step of checking out all that chapter membership can offer you, join an alumnae chapter today!

Interested in supporting more than one alumnae chapter? Now you can! After completing this transaction and receiving your receipt, you'll be able to join an additional chapter. Just return to this page to complete the next transaction.

If you have any questions, please email us at alumnae@trideltaeo.org.

PAY FRATERNITY DUES

If you only want to pay your Fraternity dues and not join an alumnae chapter, you will click this button and start paying your Fraternity dues.

Pay your annual Fraternity dues today!

➔ Pay Fraternity Dues

Don't have an alumnae chapter in your area? Looking for more connection and benefits? You're welcome to re-engage with us at any time! Pay your Fraternity dues for access to writing references, the latest news from Tri Delta, volunteer opportunities and connections to our vibrant community while helping keep Tri Delta strong for the next generation. Want to make the most of your membership? Add Silver or Gold level benefits for \$33 or \$66 more a year.

STEP 4: PAY YOUR FRATERNITY DUES

Regardless of what button you selected in the last step, you will be brought to the “Pay Your Fraternity Dues” section. If you want to join or renew alumnae chapter membership, that will be in the next section. Please fill out your member information and select your Fraternity dues level.

The screenshot shows a web form titled "Alumnae Member Dues" with a sub-header "Confirm Contact Information & Select Alumnae Member Dues Level". The form is divided into two main sections: "Member Information" and "Alumnae Member Dues Level Selection".

Member Information:

- First Name *: Sarah Ida
- Last Name *: Shaw
- Email *: sshaw@trideltaso.org
- Phone *: +1 817-633-8001
- Street Address *: 14951 Dallas Pkwy
- City *: Dallas
- Country *: United States
- State/Province *: Texas
- Postal Code *: 75254

Alumnae Member Dues Level Selection:

- A link: [Learn more about dues level choices](#)
- Select your Alumnae Member Dues Level *: A dropdown menu with the placeholder text "Type to search..."

A "Continue" button is located at the bottom right of the form.

- You will fill out your member information in this section and select your Fraternity dues level. Then, select the “Continue” button.
- If you are just paying your Fraternity dues and not joining an alumnae chapter, please skip to Step 6 to start the checkout process.

STEP 5: ADD ALUMNAE CHAPTER MEMBERSHIP

The screenshot shows a web form titled "Alumnae Member Dues" with a sub-header "Add Alumnae Chapter Membership". On the left, there is a progress bar with four steps: 1. Member Information, 2. Add Alumnae Chapter Membership (current step), 3. Donate to Tri Delta Foundation, and 4. Checkout.

Membership Purchase Selection:

- Choose Your State *: Alabama
- Select Chapter *: Auburn/East Alabama, AL - Alumnae Chapter
- Membership Option *: A dropdown menu with the placeholder text "Type to search...". The selected option is "Local Alumnae Chapter Dues \$42.00".

At the bottom, there are "Back" and "Next" buttons.

- You will start by searching your state. Then, it will filter to alumnae chapters in that state.
- Please select the chapter you wish to join/renew your membership with..
- Once you’ve selected that chapter, you will see a drop-down with different membership options. These membership options were set by each respective alumnae chapter.
- Once you have selected your alumnae chapter dues, please hit the “Next” button.

With this new process you are able to pay dues to multiple alumnae chapters. If you would like to pay dues to another alumnae chapter, please go through the whole process of paying your dues. Once you get a confirmation email you will be able to go back to the homepage in My Tri Delta, and you will see an option to “Join Additional Alumnae Chapter”. Follow the same steps as above, and when completed, hit the “Next” button.

Thank you for being a dues-paying member of an alumnae chapter.

Your benefits with North Dallas Area, TX - Alumnae Chapter will continue until 09/07/2026.

Interested in supporting more than one alumnae chapter? Now you can! After completing this transaction and receiving your receipt, you'll be able to join an additional chapter. Just return to this page to complete the next transaction.

If you have any questions, please email us at alumnae@trideltao.org.

➔ Renew/Join Alumnae Chapter & Level Up

➔ Join Additional Alumnae Chapter

Thank you for being an Active Member!

Your benefits will continue until 09/08/2026.

To make the most of your membership experience, consider upgrading to [Silver or Gold level benefits](#) for \$33 or \$66/year.

➔ Level Up

STEP 6: DONATE TO TRI DELTA'S FOUNDATION

After you have selected your Fraternity and alumnae chapter dues, you'll be brought to the next section. In this section, you will be able to make an unrestricted donation to Tri Delta's Foundation. If you would like to make a donation, please check the box and hit continue. If you don't want to make a donation at this time, please click the “Continue” button and skip to Step 7.

Alumnae Member Dues

Please complete the following steps:

1 Member Information

2 Add Alumnae Chapter Membership

3 Donate to Tri Delta Foundation

✓ Checkout

Donate to Tri Delta Foundation

Donate to Tri Delta Foundation

Please select the checkbox if you would like to donate to the Tri Delta Foundation.

☐ Would you like to make an additional donation?

Back

Continue

If you choose to make a donation to Tri Delta's Foundation, you'll have ability to enter any gift amount you wish. Once you've entered that amount, hit the “Continue” button.

Alumnae Member Dues

Please complete the following steps:

1 Add Alumnae Chapter Membership

2 Donate to Tri Delta Foundation

✓ Checkout

Donate to Tri Delta Foundation

Donate to Tri Delta Foundation

Please select the checkbox if you would like to donate to the Tri Delta Foundation.

☒ Would you like to make an additional donation?

Donation Amount *

Back

Continue

STEP 7: CHECK OUT

You are in the home stretch! After you've selected everything, you'll be brought to the checkout page.

Review and pay
Please review your cart items before checkout.

a	Alumnae Membership - Gold - \$33	Remove	\$33.00
L	Local Alumnae Chapter Dues	Remove	\$42.00
G	Tri Delta Foundation Donation	Remove	\$2.00
Total			\$77.00

Choose your payment method
Select a payment method or enter a new one below.

Enter new payment details

All transactions are secure and encrypted.

- Once you've reviewed everything and it looks correct, please click the "Enter new payment details" button.
- You'll have the option to pay with a credit card or directly from your bank account.
- Please note that currently, we do not accept American Express.
- If you choose to use your bank account, it will take about five to seven business days for the payment to process and for your dues status to update in My Tri Delta. The timing is all based on your bank account information.
- If you link your bank account information your bank may do an online verification through logging in. If your bank doesn't offer that they will make small deposits into your account for verification.

Review and pay
Please review your cart items before checkout.

a	Alumnae Membership - Gold - \$33	Remove	\$33.00
L	Local Alumnae Chapter Dues	Remove	\$42.00
G	Tri Delta Foundation Donation	Remove	\$2.00
Total			\$77.00

Choose your payment method
Select a payment method or enter a new one below.

American Express
If you're paying with a card, American Express isn't accepted.
Please use a different card type.

Card

US bank account

Card number

1234 1234 1234 1234

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

Expiration date

MM / YY

Security code

CVC

123

Country

United States

ZIP code

12345

6 0

By providing your card information, you allow ChapterSpot to charge your card for future payments in accordance with their terms.

Cancel

Add payment method

All transactions are secure and encrypted.

7
TRIDELTA.ORG

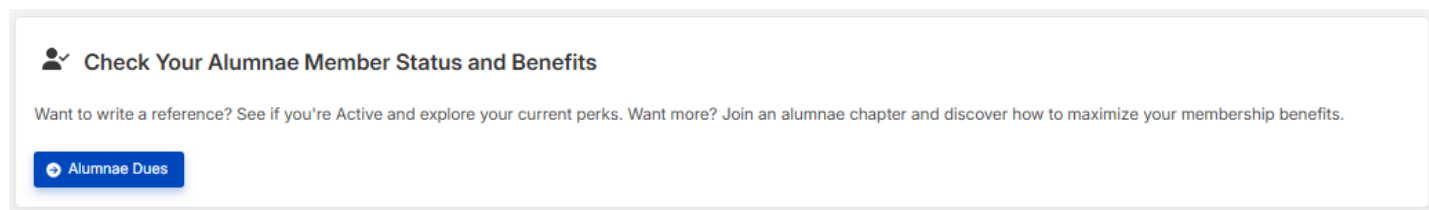
Once you have entered your payment information, please click the “Add payment method” button. **After you input your credit card information and hit add payment method there will be a way for you to select if you want to save this payment method for future use. If you don’t want to save your credit card information just leave that checked box blank.**

Your payment will be submitted, and you should receive a confirmation email. Once you receive that email, you’re all set. Please allow 24 hours for your records to be updated. If you have any questions or concerns at all, please email alumnae@trideltao.org.

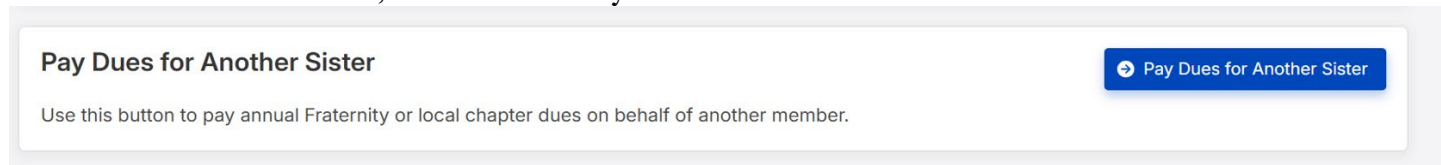
PAYING FOR ANOTHER MEMBER

You will always have a way to take payment from members who want to pay by check. In the My Tri Delta portal, this method is called **Pay for Another Member**. This new process will allow any officer and any alumna member pay dues for another member. Both local alumnae chapter dues and fraternity dues can be paid through this method.

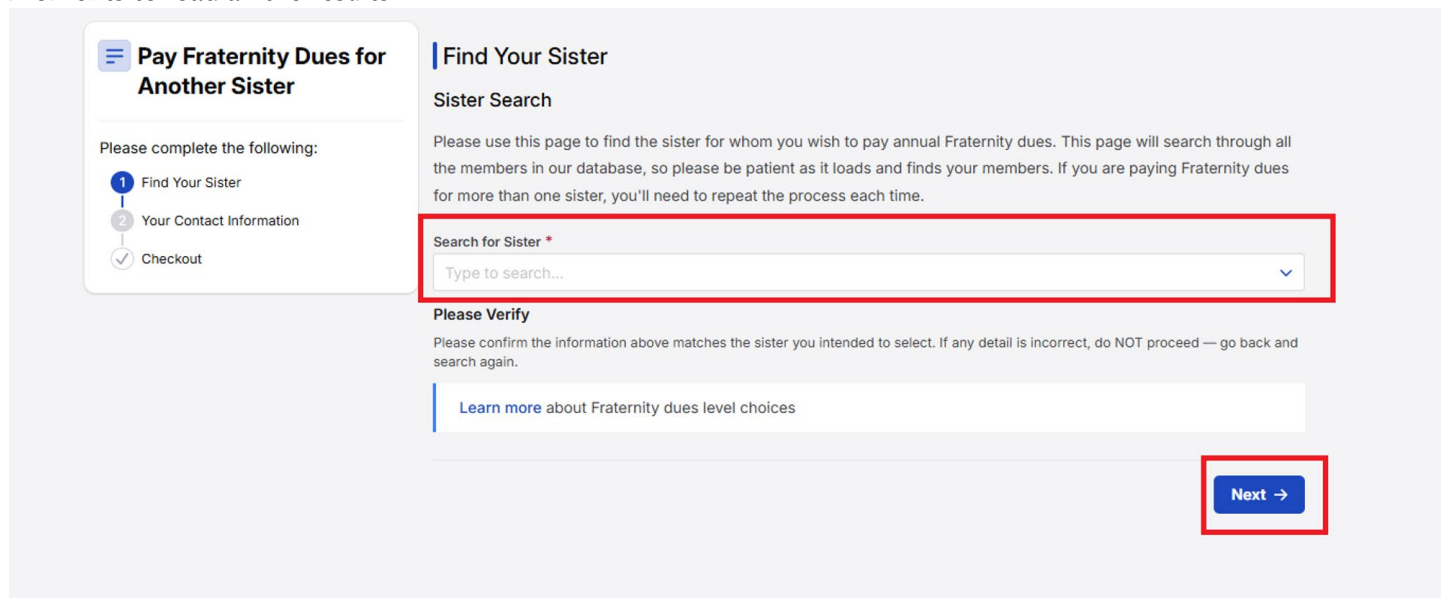
After logging into your My Tri Delta portal, select one of the three options to navigate to the Alumnae Dues screen.



On the Alumnae Dues screen, select the blue **Pay Dues for Another Sister** button.



This will take you to the **Find Your Sister** screen. Using the **Search for Sister** field, you can begin searching for the member you wish to pay dues for. Due to the vast number of Tri Delta alumnae, the system may take a few moments to load all the results.



Once the results have populated, select the sister you wish to pay dues for. Please use the additional information provided, such as Initiated Last Name, Initiation Date, and Chapter to confirm that the correct sister has been selected.

At the bottom of the same screen, use the dropdown menu and **Select Fraternity Dues Level for Your Sister.** Using the checkbox below, you can also indicate that you would also like to pay her dues to a local alumnae chapter.

My TRIDELTA

Select a chapter...

Home Alumnae Dues Sister Search Sisters You Remember Officer Directory miniMBA tridelta.org Staff Tools

Pay Fraternity Dues for Another Sister

Please complete the following:

- Find Your Sister
- Your Contact Information
- Checkout

Find Your Sister

Sister Search

Please use this page to find the sister for whom you wish to pay annual Fraternity dues. This page will search through all the members in our database, so please be patient as it loads and finds your members. If you are paying Fraternity dues for more than one sister, you'll need to repeat the process each time.

Search for Sister *

Morgan Palmer (Palmer)

Sister Information	
First Name	Morgan
Last Name	Palmer
Initiated Last Name	Palmer
Chapter	Theta Kappa - Southern Methodist University
Initiation Date	February 28, 2004
Dues Level	Not currently a dues paying member

Please Verify

Please confirm the information above matches the sister you intended to select. If any detail is incorrect, do NOT proceed — go back and search again.

[Learn more](#) about Fraternity dues level choices

Select Fraternity Dues Level for Your Sister *

Fraternity Dues - Gift - Active - \$33

☒ I would also like to pay her local alumnae chapter dues

Next →

On the next screen you will confirm **Your Contact Information** for billing and receipt purposes.

Pay Fraternity Dues for Another Sister

Please complete the following:

- 1 Find Your Sister
- 2 Your Contact Information
- 3 Checkout

Your Contact Information

Your Contact Information

First Name *
Whitney

Last Name *
Gillean

Email *
wgillean@trideltaeo.org

Phone *
+1 (409) 770-4664

Street Address *
3300 S. Loop West Dr.

City *
Houston

Country *
United States

State/Province *
Texas

Postal Code *
77058

Back

Continue

If you chose to also **Pay Local Chapter Dues for Another Sister**, the next screen allows you to make your Local Dues Selection. Using the dropdown menus, select the State, Chapter and Local Chapter Dues Level for your sister.

Pay Local Chapter Dues for Another Sister

Find Your Sister

Sister Search

Please use this page to find the sister for whom you wish to pay local chapter dues. This page will search through all the members in our database, so please be patient as it loads and finds your members.

Sister

Morgan Bethany Palmer

Sister Information

First Name	Morgan
Last Name	Palmer
Initiated Last Name	Palmer
Chapter	Theta Kappa - Southern Methodist University
Initiation Date	February 28, 2004

Please Verify

Please confirm the information above matches the sister you intended to select. If any detail is incorrect, do NOT proceed — go back and search again.

Local Dues Selection

Select State the Alumnae Chapter is Located in *

Texas

Select Chapter *

Dallas, TX - Alumnae Chapter

Select Local Chapter Dues Level for Your Sister *

Type to search...

Continue

After confirming the alumnae chapter, click the blue **Continue** button to move to the payment screen.

The screenshot shows the 'Review and pay' section of the My Tri Delta website. On the left, a cart review table lists items: 'Regular Member' for \$67.00 and 'Fraternity Dues - Gift - Active' for \$33.00, with a total of \$100.00. On the right, the 'Choose your payment method' section offers two options: 'Card' and 'US bank account'. The 'Card' option is selected, and a message states that American Express is not accepted. Below this, fields for card number, expiration date, security code, country, and ZIP code are provided. A disclaimer at the bottom states that by providing card information, users allow re:Members to charge their card for future payments. Buttons for 'Cancel' and 'Add payment method' are visible, along with a security notice: 'All transactions are secure and encrypted.'

Review and pay		
Please review your cart items before checkout.		
R	Regular Member	Remove \$67.00
F	Fraternity Dues - Gift - Active - \$33	Remove \$33.00
Total		\$100.00

Choose your payment method

Select a payment method or enter a new one below.

American Express

If you're paying with a card, American Express isn't accepted. Please use a different card type.

Card

US bank account

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Security code

CVC

Country

United States

ZIP code

12345

By providing your card information, you allow re:Members to charge your card for future payments in accordance with their terms.

Cancel

Add payment method

All transactions are secure and encrypted.

- You'll have the option to pay with a credit card or directly from your chapter's bank account.
- Please note that currently, we do not accept American Express.
- If you choose to use your bank account, it will take about five to seven business days for the payment to process and for your dues status to update in My Tri Delta. The timing is all based on your bank account information.
- If you link your bank account information your bank may do an online verification through logging in. If your bank doesn't offer that they will make small deposits into your account for verification.

Once your payment has been completed and submitted, you will receive an email confirming that your payment was received. If you wish to pay dues for more than one member, you will need to repeat this process, starting at the **Pay Dues for Another Sister** button on the Alumnae Dues landing page.

Please allow 24 hours for member records to be updated. If you have any questions or concerns at all, please email alumnae@trideltao.org.