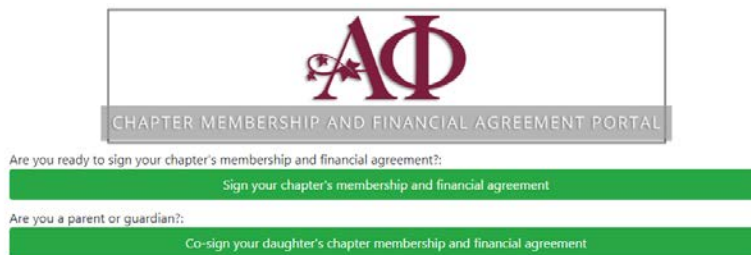


## E-Signing Financial Membership Agreements

- Members will not receive an automated email with the link to sign their agreement! The chapter must distribute the link to the Membership and Financial Agreement Portal.
- To access a Financial Membership Agreement, new members must be entered on Officer Portal.
- Once the OP report is complete and approved, please distribute the link through your preferred communication method (OurHouse, email distribution, etc.). It is recommended that members bookmark this link for future use.
- Chapter Membership and Financial Agreement Portal: <https://op.alphaphi.org/apdocumentsigning/>
- Users can access the portal and sign their agreements via computer, tablet or mobile device.
- Members and parents/guardians co-signing will access their contract by selecting “Sign your chapter’s membership and financial agreement” or “Co-sign your daughter’s chapter membership and financial agreement.”



- Two-step verification
  - The user will be required to enter a phone number or email to access the agreement.
  - If the number/email entered is associated with a member account, the user will receive a text message/email with an access code.
  - Please see the last section of this guide, “FAQ & Troubleshooting” for issues accessing an agreement.
- The Membership and Financial Agreement Portal will prompt the user to review and/or complete the following information:
  - Instructions
    - If under the age of majority\*, the member will see an alert under the instructions indicating her contract requires a co-signer.
  - Member Information and Agreement Terms
    - Information previously provided by the chapter or member will auto-populate in the form.
    - The member will be prompted to confirm the information previously collected and can make updates to this information as needed.
  - Permanent Address
  - Parent or Legal Guardian’s Address
  - Bill Type Selection
    - User can click the link titled, “bill type options.”
    - The page will display the full attachment provided by the chapter, including dues/fees and billing information.
  - Contract Review
    - Member or co-signer must advance through all pages of the contract prior to signing, including the opening letter, explanation of dues and fees, billing schedule, Delinquency Policy, Financial Membership Agreement and member information pages.
    - The last page will include the selected bill type from the form selection and an area to sign.
    - If the member is under the age of majority, the system will notify the parent/guardian listed (via text) that a co-signature is required.
    - The signed Financial Membership Agreement will be available to download for the member’s records.