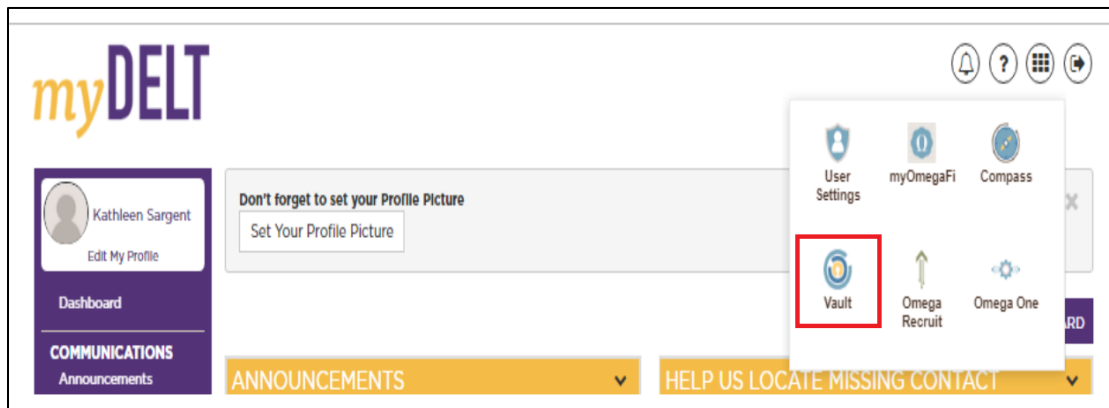




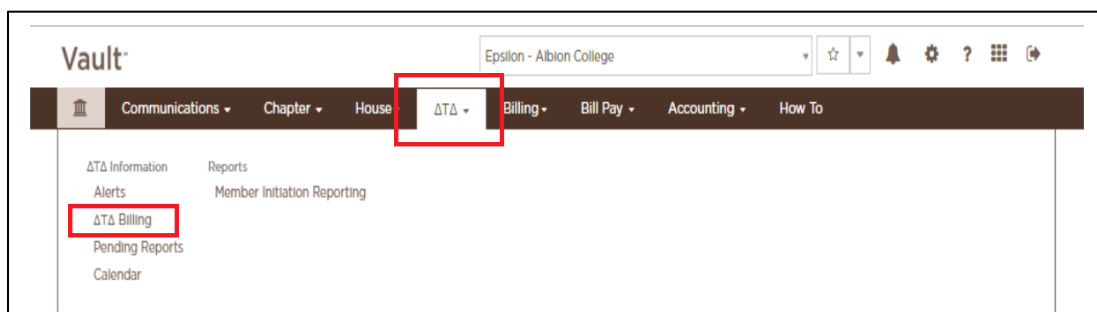
Paying National Invoices in Vault

Chapters who are not using Vault for billing and collecting member payments may still pay their National invoices in Vault by using an e-check. Any officers with 'manage' Vault access may submit an e-check payment by following these steps.

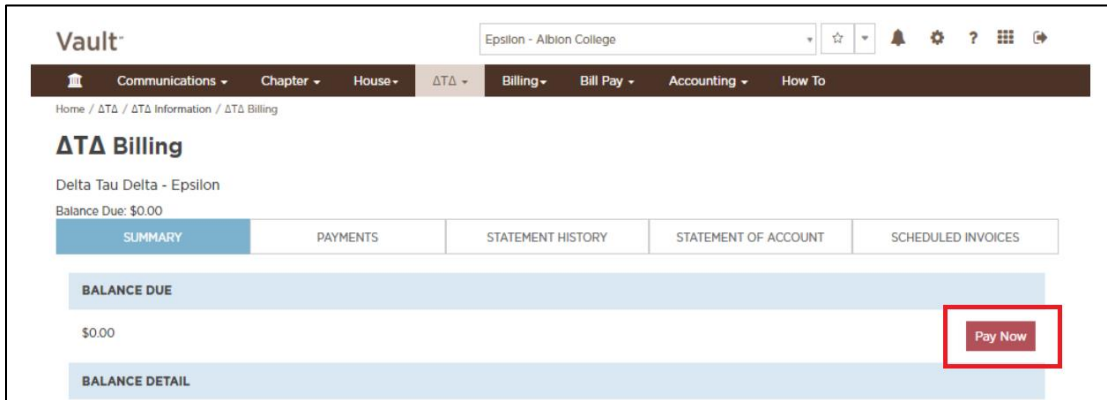
1. Log in to myDelt and select Vault from the grid in the top right-hand corner.



2. Once in Vault, go to the DTD menu and then click on DTD Billing.



3. You will see the Balance Due and will click the Pay Now button.



4. The pay now form will pop-up and allow you to enter the e-check payment information. Note that you must complete all fields on the form. In the 'Notes' field you should enter which invoice the payment should be applied to. For example: Liability Insurance. Click the 'Create Payment' button to submit the payment to Central Office.

The 'Pay Now' form is a pop-up window with a title bar containing a question mark and a close button. It displays account information: 'Current Balance: \$0.00', 'Balance Due: \$0.00', and 'Due On: 04/20/2011'. A blue button labeled 'PAY BY E-CHECK' is visible. Below this is a section titled 'PAY BY E-CHECK' with the following fields: 'Name on Account *', 'Routing Number *', 'Account Number *', 'Address *', 'City State Zip Code *', 'Email Address *', 'Phone Number *', 'Amount *', and 'Notes *'. A checkbox is present with the text: 'I am authorizing OmegaFi to electronically debit my account for my payment. In an effort to not inconvenience me, if my payment is dis-honored or returned for any reason, I am authorizing the electronic debit of my account for the amount of the dis-honored payment plus the recovery fee allowed by the state and any applicable taxes. You may wish to print and retain a copy of this authorization for your records.' A red 'Create Payment' button is located at the bottom right of the form.