



OMEGAFI®

January 31, 2024



Vault

Hi there! **Do these three easy steps** to ensure your new members are up-to-date in Vault.

1. Review their charges. *Did national dues/fees auto-assess, if applicable? Do they owe local dues/rent for previous billing cycles? [Manually add fees](#) as needed.*

2. Review their billing groups. *Are they in a [Temporary billing group](#)? Does their current billing group make sense for future billings? [Update billing groups](#) as needed.*

3. Review new member/initiation reporting. *Did they complete registration? Have they been reported to your inter/national headquarters correctly? [Submit required reports](#) as needed on the platform designated by your inter/national headquarters.*

Then...DON'T MISS next week's live Vault webinar where we'll focus on what you need to have a successful Spring term.

Wednesday, February 7 at 4:00 p.m. Eastern

Select the button above to register for the training session. The webinar recording will be sent to all registrants.



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