Editing your Chapter Profile

To begin editing a Chapter Profile, log in to Payroll.org with your PayrollOrg ID# and password.

PLEASE NOTE: You MUST be a registered Chapter Officer in PayrollOrg's system to edit your chapter's profile.
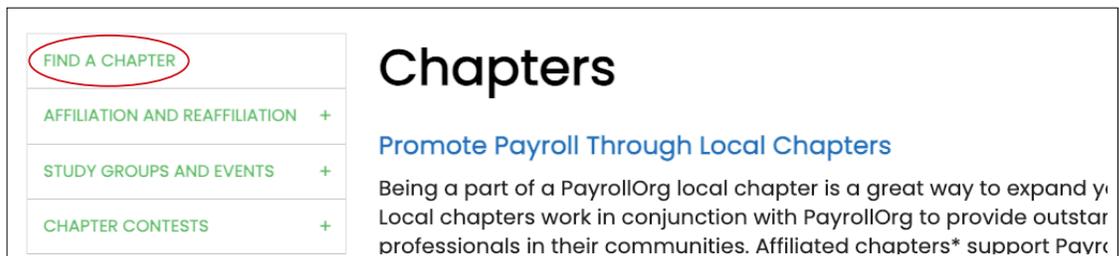
Accessing the Chapter Profile

Step 1:
Click on *Chapters* at the top of the page.

Step 2:
Click *Find a Chapter* on the left sidebar.

Step 3:
Click on your STATE or REGION, then select your chapter name.

Step 4:

Click on the Edit (pencil) icon next to the category you wish to update.

Don't see the icon? Be sure you're logged in with your PAYO ID number.

Logged in and don't see the icon? You may not be registered with PAYO as a chapter officer. Please contact Chapter Relations.

Chapter Profile

FIND A CHAPTER

AFFILIATION AND REAFFILIATION +

CHAPTER EVENTS +

CHAPTER CONTESTS +

GROW YOUR CHAPTER

CHAPTER MENTOR PROGRAM +

Back to List

Washington Metro Area Chapter

Region 7
DC Metropolitan Area
Established 1983
200 Members

Name
Phone
Email Contact
Visit Website

Membership | Structure | Study Group | Chapter Events

Dues Information ✎

Annual Membership - $50.00
Member: Meetings - $30.00
Non-Members: Meeting - $45.00

Membership Benefits ✎

FPC Study Group
Education Meetings
Job Board
Networking
Prof Speakers/Presenters
Recert Credit Hours
Regional Meetings

Editing the Chapter Profile Fields

Chapter Contact

Enter updated information and click SUBMIT to save changes

NOTE: *Chapter Contact is commonly the Chapter President*

Chattanooga Chapter

Region 7
Chattanooga Tri-State Area
Established 1998
48 Members

Chapter Contact ✎

| Name |
| Phone |
| Email |
| Chapter Website |
| Twitter URL |
| LinkedIn URL |
| Facebook URL |

[SUBMIT] [CANCEL]

Membership | Structure | Study Group | Chapter Events

Dues Information ✎

National Member - $50.00
Non-National Member - $60.00

Membership Benefits ✎

CPP & FPC Study Group
Education Meetings
Job Board
Networking
Prof Speakers/Presenters
Recert Credit Hours
Regional Meetings
Sponsorship Opportunities

Membership Tab

Dues Information

Enter your information and click SAVE to update. There are four fields to list different types of dues (i.e., individual membership, student membership, corporate membership, etc.)

Membership	Structure	Study Group	Chapter Events

Dues Information

Membership Dues 1	Annual Membership	$ 50
Membership Dues 2	Luncheon - member	$ 26
Membership Dues 3	Luncheon- non member	$ 32
Membership Dues 4	Luncheon - walk-ins	$ 38

SAVE   CANCEL

Membership Benefits

Enter your information and click SAVE to update.

NOTE: You may list up to four additional Member Benefits in the Other Benefit fields.

Membership Benefits

	Yes	No
CPP Study Group	☐ Yes	✔ No
CPP & FPC Study Group	✔ Yes	☐ No
FPC Study Group	☐ Yes	✔ No
Education Meetings	✔ Yes	☐ No
Job Board	✔ Yes	☐ No
Networking	✔ Yes	☐ No
Newsletter	✔ Yes	☐ No

Newsletter: The Ally Mo News

	Yes	No
Prof Speakers/ Presenters	✔ Yes	☐ No
Recert Credit Hours	✔ Yes	☐ No
Regional Meetings	☐ Yes	✔ No
Scholarships	✔ Yes	☐ No
Sponsorship Opportunities	✔ Yes	☐ No
Statewide Meetings	✔ Yes	☐ No

Other Benefit: SA Payroll Professional of Yr
Other Benefit:
Other Benefit:
Other Benefit:

SAVE   CANCEL

Chapter Meetings

Enter your information and click SAVE to update.

Chapter Meetings

Frequency	Monthly
Event URL	
Average Meeting Attendance	70
Meeting Venue	Old San Francisco Steakhouse
Venue Address 1	10223 Sahara Street
Venue Address 2	
Venue City	San Antonio
Venue State	TX
Venue Zipcode	78216
Meeting Notes	

SAVE   **CANCEL**

Structure Tab

Enter your information and click SAVE to update.

Officers

President	☑ Yes	☐ No
President Elect	☑ Yes	☐ No
Past President	☐ Yes	☑ No
Vice President	☐ Yes	☑ No
Secretary	☑ Yes	☐ No
Treasurer	☑ Yes	☐ No
Secretary Treasurer	☐ Yes	☑ No
Government Liason	☑ Yes	☐ No
Chapter Coordinator	☐ Yes	☑ No

Committees

☑ Yes   ☐ No

Board

☑ Yes   ☐ No

Elections

Election Frequency	Bi-annually
Election Time	October

SAVE   **CANCEL**

Study Group Tab

To register a new study group, click "Add New".

To make changes to a listed study group, please email Chapter Relations.

Chapter Events Tab

To register a new event, click "Add New".

To make changes to a listed event, please email Chapter Relations.

Please contact Chapter Relations with any questions at ChapterRelations@payroll.org or 210-226-4600.