

Help Sheet for SDA Website

TO CREATE A USERNAME AND PASSWORD:

- Go to the SDA homepage-www.sdaco.org
- scroll down to the bottom of the screen
- on the right hand side, click on create new account
- Fill out the required fields and click “create new account”
- If the system tells you your e-mail is already in use, you or someone else has created an account for you previously
 - Call the SDA office and ask a staff member to look up your username
 - The SDA staff can only view usernames and change passwords, we do not have access to see your current password

TO RENEW YOUR DISTRICT OR ASSOCIATE DUES (NOTE, ONLY PRIMARY CONTACTS HAVE THIS ACCESS):

- Log-in on the SDA homepage
- Scroll down to the bottom of the members page
 - If you are the primary contact, your district or association’s name will be in bold with three options below
 - Update Member Profile
 - Update Transparency Notice (requires separate login)
 - Renew Membership
- Click on Renew Membership
 - The next screen will show the start and end date of your membership and the status of your membership currently, click on “Renew Now”
 - On this screen you will have the option to sign up for an “inactive status membership” if you district is in inactive status according to SB32-1-104(3)-(5), C.R.S.
 - If you district is not in inactive status, click the continue box
 - This page will tell you the figures you will need to calculate your district dues (if you are an associate member, there are no numbers needed)
 - If you have your figures, click “I have my figures, please continue”
 - If you do not have your figures at this time, you can come back to this page when you do
- If you are paying by check, be sure to click the “I will send payment my check” box below your e-mail and your organization’s e-mail
- Make sure your contact information is correct, if not, make corrections
- At the bottom of the page, enter your figures in the appropriate boxes-if your budgeted expenditures are \$300,000.00 enter this number as 300,000. If you do not have debt service, lease purchase agreements or capital outlay, enter “0” in these boxes
- Indicate if your district is a member of Colorado Special Districts Property and Liability Pool
- Indicate whether or not your district is in inactive status

- Click “calculate member dues”
- Once the computer has given you an amount for your 2011 dues, click “continue with Membership”
- If you did not click the “I will pay by check box”, the PayPal form will pop up for you to pay by credit card
- Click on Confirm Contribution
- The next page will be verification page of the information you previously entered. At this point, your membership is not complete
- Verify that the information is correct, **especially the numbers you entered for your dues calculations**, if you see a mistake, click the “go back” button at the bottom of the screen
- If everything looks correct, click the “continue” button only once
- The next screen will be your receipt. Click on the “print this page” button for your records.
- You will also receive an automatically generated invoice in your inbox
- If you pay your membership dues by credit card, your membership is automatically renewed
- If you pay your membership dues by check, your membership will be renewed within 7 days of SDA receiving your payment in our office

TO UPDATE OR CHANGE DISTRICT OR ASSOCIATE CONTACT INFORMATION (NOTE, ONLY PRIMARY CONTACTS HAVE THIS ACCESS):

- Log into the SDA website
- The first option below your district’s name will be “Update Member Profile”, click here
- Your district or association contact information will appear first, if you see an error, click on “edit organization profile”
 - If you do edit your organization’s profile, you will need to select what county(ies) your district is in and what type of district it is
 - Click the “save” button
- To edit a district contact, click on “edit contact profile”
 - If you see a misspelling of a name, please call the SDA office. This is not something you can fix
 - If we allowed names to be edited, someone could easily replace a name with a new one and the old name and person would no longer exist in our system
 - If a board member is no longer with the district, click on “remove contact”
 - To add a board member, click on “create new contact” at the bottom of the page
- Once everything is correct, click on “return to Members Section” at the bottom of the page