

Help Sheet For SDA Website

TO CREATE USERNAME AND PASSWORD:

- Go to the SDA homepage – www.sdaco.org
- scroll down to mid right hand side under member log in and above “what is SDA”
- on right hand side , click on “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 DUES (NOTE, ONLY PRIMARY CONTACTS HAVE THIS ACCESS): (associate members, please see instructions further below)

- Log-in on the SDA homepage
- Scroll down to the bottom of the members page
 - If you are the primary contact, your district 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 status and end date of your membership, click on “Renew Now”.
 - Read the membership letter and then click “Continue Renewal”
- **Step 1 of 6**
 - On this screen you will have the option to sign up for an “inactive status membership” if your 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)
 - 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
 - If you do not have your figures at this time. You will need to stop here and come back to this page when you do.
 - When your figures have been entered, click “Continue Renewal”
- **Step 2 of 6**
 - Enter your district profile information. This includes your address, phone number, services provided, and counties served.
 - Click “Continue Renewal” when complete.
- **Step 3 of 6**

- Check all contacts associated with your district. This includes employees, board members, CPA's, and attorneys.
- **Important!** Any contact left unchecked will be removed from your district profile.
- You will have the opportunity to add contacts in later screens.
- Click "Continue Renewal"
- For each contact checked, please ensure the contact information is correct for that individual.
- You must also choose a relationship this contact has with your district.
- Click "Confirm Contact Information" when complete. You will be taken to the next contact to confirm. Once all contacts are confirmed you will have the opportunity to add new contacts.
- **Step 4 of 6**
 - Your dues are calculated and displayed.
 - Choose to either pay by check or credit card.
 - Enter in billing information accordingly.
 - Click "Continue Renewal"
- **Step 5 of 6**
 - Review your profile, contacts, and dues.
 - If there are any changes you would like to make, click on "No, I would like to edit my renewal application" at the bottom of the page.
 - If everything is correct, click "Yes, everything is correct. Please process my payment."
 - When processing your payment, do not click on the payment button more than once. This will result in multiple transactions.
- **Step 6 of 6**
 - Once payment is processed an invoice (if paying by check) or a receipt (if paying by credit card) will be displayed.
 - Please print the invoice or receipt and handle accordingly.
 - If you pay your membership dues by check, your membership will be renewed within 7 days of SDA receiving your payment

TO RENEW YOUR 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 association's name will be in bold with three options below
 - Update Member Profile
 - Renew Membership
- Click on Renew Membership
 - The next screen will show the status and end date of your membership, click on "Renew Now".
 - Read the membership letter and then click "Continue Renewal"

- **Step 1 of 6**
 - Skipped – to step 2 of 6
- **Step 2 of 6**
 - Enter your organization profile information. This includes your address, phone number, and services provided.
 - Click “Continue Renewal” when complete.
- **Step 3 of 6**
 - Check all contacts associated with your organization. This includes employees, and other contacts that you want associated with your membership.
 - **Important!** Any contact left unchecked will be removed from your organization profile.
 - You will have the opportunity to add contacts in later screens.
 - Click “Continue Renewal”
 - For each contact checked, please ensure the contact information is correct for that individual.
 - You must also choose a relationship this contact has with your organization.
 - Click “Confirm Contact Information” when complete. You will be taken to the next contact to confirm. Once all contacts are confirmed you will have the opportunity to add new contacts.
- **Step 4 of 6**
 - Your dues are calculated and displayed.
 - Choose to either pay by check or credit card.
 - Enter in billing information accordingly.
 - Click “Continue Renewal”
- **Step 5 of 6**
 - Review your profile, contacts, and dues.
 - If there are any changes you would like to make, click on “No, I would like to edit my renewal application” at the bottom of the page.
 - If everything is correct, click “Yes, everything is correct. Please process my payment.”
 - When processing your payment, do not click on the payment button more than once. This will result in multiple transactions.
- **Step 6 of 6**
 - Once payment is processed an invoice (if paying by check) or a receipt (if paying by credit card) will be displayed.
 - Please print the invoice or receipt and handle accordingly.
 - If you pay your membership dues by check, your membership will be renewed within 7 days of SDA receiving your payment

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”
 - Click the “save” button
- To edit an organization 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 an employee is no longer with the organization, click the “remove contact” button
 - To add an employee 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