Managing PRSSA Dues as a Chapter

PRSA Faculty Advisers and Chapter presidents can manage their Chapter’s dues through the new Chapter Administration portal. This functionality is only available to Chapters that have opted to use Chapter-managed dues, as opposed to student-managed dues.

**Chapter Administration Portal:** [https://imis-prssa.prsa.org/ChapterAdmin](https://imis-prssa.prsa.org/ChapterAdmin)

**Step 1: Review Your Roster**

Use the available roster tools to review your existing contacts. You will need to add a new contact for any who does not already exist in the list.

*Please review all contacts before adding new ones, to prevent creating duplicate accounts.*

Available roster tools:

- **Current Members:** Includes current paid members.
- **Former Members:** Includes recent former members from within the past year. They are removed from this list if they have joined PRSA National.
- **Nonmember Contacts:** Includes any new contacts added through the Chapter Administration portal.
- **All Members and Contacts:** Includes members, recent former members and nonmember contacts created through the Chapter Administration portal.

![Chapter Administration Portal](image)

**Step 2: Add New Contacts**

For each new member that does not exist in the full roster, click on the “Add New Contact” button and enter the name and email address, to add any new contacts.
**Alternative approach:** You can direct students to create their own accounts and select your Chapter, prior to paying dues for all Chapter members.
Step 3: Manage Renewals

Click the “Manage Renewals” button to add returning members to the shopping cart.

**Note:** If your Chapter is small, you may skip this step and select your renewing members while managing new members.

Check off each returning member and then click the “Add to Cart” button. If you make any changes, you can click on the “Update Cart” button that will appear.
Click the “Continue Shopping” button if you need to add new members to the shopping cart, in addition to returning members.

Step 4: Manage New Members
Click the “Manage New Members” button to add nonmember contacts to the shopping cart.

For each nonmember contact who will be joining, click on the “Join” button.
Click “Next” to accept any Chapter dues, and then click the “Add to Cart” button. Click on the “Join/Renew Someone Else” button if you have more nonmember contacts to add to the shopping cart.

Step 5: View Shopping Cart and Pay
Click on the “View Cart” button to review your selections. Then click “Pay Now” to complete payment. Enter payment details and click on Complete Purchase to charge your card.
Send an additional copy via e-mail to:

Please select your payment type:
- Credit Card
- PayPal Express

Payment Details:

NAME ON CARD:
Test Web VISA Credit Card User

CARD NUMBER: 4111111111111111
EXP. DATE: 12 / 20

SECURITY CODE: CVV

STREET ADDRESS:
1234 Main St.

ZIP/POSTAL CODE: 99999

Total: $300.00

Continue Shopping
View Cart
Complete Purchase
Step 6: View Chapter Dues Receipt

The shopping cart/store generates a receipt per member purchased. *A combined receipt will be available soon.*