

ADHA Dues Payment Options

Q: What are ADHA's Billing Cycle's?

Q: What are annual dues?

Q.: How can I pay annual dues?

Q. Am I eligible to enroll in ADHA's Quarterly Payment Plan (QPP)?

Q. What are the scheduled payment collection dates for the QPP?

Q: Can I enroll in the QPP Online?

Q. I am a current ADHA member, how do I access the QPP

Q. Are there transaction fees for the QPP?

Q. Can I write checks to make my quarterly payments?

Q. If on the QPP, will I still receive a plastic membership card?

Q. If on the QPP, will I still receive dues notices in the mail?

Q. When are members on the QPP dropped for non-payment of dues?

Q. Will I be automatically renewed on an annual basis on the QPP?

Q. What is the "Acknowledgement of Payment Program" when paying dues online?

Q. Why is the "Acknowledgement of Payment Program" required when paying dues online?

Q: What are ADHA's Billing Cycle's?

A: ADHA has two billing cycles for dues payment for your convenience: Summer Cycle and Winter Cycle.

- Summer Cycle enrollment runs from April 1st – September 30th
- Winter Cycle enrollment runs from October 1st – March 31st

Q. What are annual dues?

A: Annual dues are payment for the entire year in either billing cycle.

Q. How can I pay annual dues?

A: Annual dues may be paid by:

- New or rejoining members may complete the application and mail it in with a check or credit card information or contact ADHA
http://www.adha.org/downloads/ADHA_member_application.pdf
- Log into your member account to pay your annual dues at
<http://www.adha.org/news/real.htm>
- Make check payable to ADHA and mail it to: 444 N. Michigan Avenue, Suite 3400, Chicago, IL 60611
- Contact ADHA at 312/440-8900 to pay via credit card
- Enroll in the Quarterly Payment Plan
- Use the renewal slip in your dues mailing

Q. Am I eligible to enroll in ADHA's Quarterly Payment Plan (QPP)?

A. Any current active or international member renewing their ADHA Membership may enroll in the QPP at anytime online or by contacting ADHA.

Also, any new, former or lapsed ADHA member may join the QPP at any time but must contact ADHA to do so. Please contact an ADHA Member Services representative @ 312/440-8900 and press 1.

Q. What are the scheduled payment collection dates for the QPP?

A. ADHA members on the Quarterly Plan will be charged on the following dates:

Winter Cycle

- Quarter 1 payment – January 1st
- Quarter 2 payment – April 1st
- Quarter 3 payment – July 1st
- Quarter 4 payment - October 1st

Summer Cycle

- Quarter 1 payment - July 1st
- Quarter 2 payment – October 1st
- Quarter 3 payment – January 1st
- Quarter 4 payment – April 1st

Q. I am a current ADHA member, how do I access the QPP?

A. If you are a current member and wish to change your billing to quarterly you will need to follow the instructions below:

- Log into your member only account by visiting: <http://www.adha.org/news/real.htm>
- Click the “Pay My ADHA Dues” link on the top right hand side of your profile
- Below your total dues you will see the option to “add to basket” – Annual Dues or the option to “add to basket” – Quarterly Payment Plan
- Choose “add to basket” – Quarterly Payment Plan
- Follow the steps to complete your check and you are all set!

Q. Are there transaction fees for the QPP?

A. Yes. The Credit Card transaction fee is to be borne by the member and will be \$3.00 per quarterly payment.

Q. Can I write checks to make my quarterly payments?

A. No. The quarterly payment plan will be fully automated and electronic based only. This means that in order to participate in the QPP the applicant must utilize a credit card only. Debit cards and checks will not be accepted. (Note: debit cards with a Visa or Mastercard logo may be used)

Q. If on the QPP, will I still receive a plastic membership card?

A. No. Members on the quarterly payment plan will not receive membership cards, but may print membership card through their members' only profile any time. The downloadable membership card is identical to the one that is mailed.

Q. If on the QPP, will I still receive dues notices in the mail?

A. No. Members will receive electronic notices of payment due 30 days prior.

Q. When are members on the QPP dropped for non-payment of dues?

A. Members on the QPP will be dropped for non-payment at 30 days after payment was due. See payment schedule for complete details.

Q. Will I be automatically renewed on an annual basis on the QPP?

A. Yes. Annual automatic renewal will occur for members who renew online unless the member specifies otherwise.

Q. What is the “Acknowledgement of Payment Program” when paying dues online?

A. In an online dues payment, the member will be asked to check a box that acknowledges they have read the terms of the payment program.

By providing us your credit card information, you hereby agree that ADHA may automatically renew your membership each year by charging the applicable membership dues fee directly to your credit card. You will be notified of the renewal 30 days prior and then your membership fee will be charged on an annual or quarterly basis according to the manner you have indicated. Please ensure we have updated credit card information so the renewal may be processed. If you do not want to have your dues automatically renewed each year, you may opt-out at any time.

Q. Why is the “Acknowledgement of Payment Program” required when paying dues online?

A. For those members who renew online their annual membership (whether paying the full amount or quarterly) they will be in "evergreen". So for winter cycle, members will get an email invoice on November 1st that lets them know that we currently have them in evergreen, and if they don't want to us to charge their card on January 1st - to email/call us back. Then we'll send another email invoice on December 1st with the same message. If the member chooses to opt-out, they will be included in subsequent dues mailings. For summer cycle, the email notices would go out May 1st and June 1st.

ADHA wants to give 60-days notice before we ever charge a member's credit card. The objective is to give every opportunity for an electronic or "green" transaction before we start the printing and postage process.

ADHA is committed to moving in a "green" direction, reducing costs that could be put to better use and borrowing from the best practices in the consumer world.