

ADHA Dues Payment Options

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Q. What are ADHA's Billing Cycles?

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: http://www.adha.org/resources-docs/7411_Membership_Application.pdf

- Log into your member account to pay your annual dues

at <https://mymembership.adha.com>

- 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 either by contacting ADHA or, if your membership is up for renewal, you can choose the QPP option on the website.
- Use the renewal slip in your dues mailing

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

A. Any new or renewing member can enroll in the QPP online or by contacting ADHA.

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 (You are placed in this cycle if you enroll between October 1st and March 31st)

- Quarter 1 payment – At time of enrollment, then January 1st every year thereafter
- Quarter 2 payment – April 1st
- Quarter 3 payment – July 1st
- Quarter 4 payment - October 1st

Summer Cycle (You are placed in this cycle if you enroll between April 1st and September 30st)

- Quarter 1 payment - At time of enrollment, then July 1st every year thereafter
- 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, you will only be able to enroll for the QPP if you are up for renewal. If this is the case, you will need to follow the instructions below:

- Log into your members' only account by visiting: <https://mymembership.adha.org>
- Click the "Renew My Membership" button below your profile picture (which should be lit up when it is time for you to renew)
- Below your total dues you will see the option to "Enroll in Automatic Payments" or "Make a One-Time Payment." Choose to enroll
- There will be a dropdown menu on the next page, where you can choose Quarterly Payment Plan
- Follow the steps to complete your checkout 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 a 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. If you are signed up for the QPP, it will continue to renew every year either until you call ADHA and opt-out or the credit card on file expires.

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

A. When signing up for an automatic payment program (whether Annual or QPP) 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 (unless they choose a one-time payment) 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.