



KAPPA ALPHA ORDER
National Administrative Office
at Mulberry Hill

To: Active Chapters
Advisory Council
Alumni Advisory Committees

From: Anthony Graziani, Assistant Executive Director for Chapter Services

Date: May 16, 2025

Subject: OmegaFi **goKA**, Online Reporting Instructions

The OmegaFi based “Vault” provides a one log-in online system for chapters to manage member billing, financials, collections, and national reporting submissions.

Below are headings and pages to instruct you on the procedures to make a payment, and complete online National Reports 1, 2, 3, 4, 6, and 10. Steps 1-4 also describe how each individual member may log in to access his account and pay his chapter dues.

HOW TO ACCESS YOUR CHAPTER’S “VAULT” THROUGH goKA

We recommend you use the following instructions to access your “Vault.” Please provide these to all officers and encourage them to explore **goKA** as well.

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “**goKA**” with your current log-in information.
- 4) Click on “Vault” in the grid on the top right-hand corner

If you do not have a username or password, please click "register for access" and follow the instructions. If you do NOT see “Vault” in the grid on the top right-hand corner, you have not been given access to this by the administrators of your account (likely Number I or Number VI). All chapter officers are granted access under the “Vault” system.

HOW TO MAKE A NATIONAL ACCOUNT PAYMENT

The following are step-by-step instructions on how to **make a payment to the National Administrative Office** for your account balance.

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “goKA” with your current log-in information
- 4) Click on “Vault” in the grid on the top right-hand corner
- 5) Click the “KA” tab across the top bar (far right)
- 6) Click “KA Billing”
 - a. Your balance will then be present on the screen
- 7) Click “Pay Now”
 - a. Fill out appropriate fields to submit payment
 - b. Please note that only e-checks will be accepted



KA Billing

Kappa Alpha Order - Alpha
Balance Due: \$0.00

SUMMARY	PAYMENTS	STATEMENT HISTORY	STATEMENT OF ACCOUNT	SCHEDULED INVOICES
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BALANCE DUE

\$0.00

Pay Now

BALANCE DETAIL

Last Statement Balance (07/31/2015)	\$0.00	View Statement
- Payments since last statement	\$0.00	Recent Activity
- Credits since last statement	\$0.00	
+ Debits since last statement	\$0.00	
Current Balance	\$0.00	

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Pay Now

Current Balance: \$0.00
Balance Due: \$0.00
Due On: 08/01/2015

PAY BY E-CHECK

PAY BY E-CHECK

Name on Account *

Routing Number *

Account Number *

Address *

City State Zip Code *

Email Address *

Phone Number *

Amount * \$0.00

Notes

FUNDS OF THE ORDER BILL PAY ACCOUNT

In accordance with Article 9 Section 224 of the Order's bylaws, all funds of the Order shall be held in trust by the chapter and paid to the Order by the corresponding due date. All Active Chapters are required to establish a Funds of the Order Bill Pay Account with OmegaFi to pay all national dues and fees to the Order. Chapters are restricted from withdrawing money from the Funds of the Order Bill Pay Account. All national dues and fees billed to members must be itemized in a category split and prioritized first.

Fall and Spring Dues and Risk Management Fees must be billed in full on each members' first statement of the semester. The first fall semester billing cycle is due by August 21st and the first spring semester billing cycle is due by January 22nd.

If a chapter accumulates debt that is more than 60 days past due, the chapter must establish a National Debt Reduction fund with their OmegaFi Chapter Services Representative, with a percentage split of at least 25% on all monies collected by the chapter until the past due balance is satisfied in full.

If a chapter accumulates debt that is more than 60 days past due and exceeds \$5,000, the chapter must establish a National Debt Reduction fund with their OmegaFi Chapter Services Representative with a percentage split of at least 40% on all monies collected by the chapter until the past due balance is satisfied in full.

How it works:

- 1) OmegaFi sends itemized statements to each member.
- 2) Member payments to chapters are processed by OmegaFi for disbursement.
 - a. Chapter dues are sent to your local bank based on your current settings.
 - b. National dues and fees are sent to a restricted Funds of the Order Bill Pay Account to be held in trust for payment to the Order.
- 3) Kappa Alpha Order sends chapter statements to OmegaFi which can be viewed in Vault.
- 4) Chapters will use the monies held in the Funds of the Order Bill Pay Account to satisfy their national dues and fees.
- 5) OmegaFi will process the payments directly to Kappa Alpha Order on your behalf.


HOW TO SUBMIT REPORT 1

REPORT 1 (ROSTER UPDATE FOR FALL DUES AND RISK MANAGEMENT ASSESSMENT FEE) - DUE AUGUST 25th

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “goKA” with your current “Vault” log-in information.
- 4) Click on “Vault” in the grid on the top right-hand corner
- 5) Click the “Chapter” tab across the top bar
 - a. Select “Update Member Statuses”
 - b. Set “Filter Status” to “Active”
 - c. Set “Change to” to “Alumnus”
 - d. Then check a box next to the appropriate members’ names
 - e. Select the appropriate “Member Status Reason”
 - “Left School” Member Status Reason requires explanation
 1. Click on the member’s name
 2. Click the Pencil Icon to Edit “Membership Information” fields
 3. Type explanation in “Member Status Notes” (i.e. not enrolled in school, part time student, graduate student, etc.)
- 6) Click “Update Member Statuses”
- 7) Repeat as necessary for as many “Member Status Reasons” as necessary
- 8) Click the “Billing” tab
 - a. Select “Update Billing Roster”
 - b. Select “Update Billing Statuses”
 - c. Update accordingly

*******PLEASE NOTE THE DEADLINE FOR THIS REPORT. AS OF AUGUST 26th, ALL CHAPTERS WILL BE CHARGED \$425 PER MAN BASED ON THE UPDATED CHAPTER ROSTER, \$190 FOR DUES AND \$235 FOR RISK MANAGEMENT FEE. ROSTERS SHOULD BE UPDATED BY AUGUST 25th AND THE PERIOD FOR DISPUTING CHARGES WILL END SEPTEMBER 10TH. ALL ROSTERS ARE FINAL ON SEPTEMBER 10TH. THE FIRST FALL SEMESTER BILLING CYCLE IS DUE BY AUGUST 21st. THE FULL \$425 MUST BE ITIMIZED IN THE FIRST BILLING CYCLE FOR THE SEMESTER AND PRIOROTIZED FIRST. IF THERE ARE ANY QUESTIONS REGARDING THIS PROCESS, PLEASE CONTACT THE NATIONAL ADMINISTRATIVE OFFICE. *******

*******REMEMBER THERE IS NO “INACTIVE” MEMBER STATUS WITHIN THE ORDER. IF A MEMBER IS STILL ENROLLED IN SCHOOL, HE MUST REMAIN ON THE ACTIVE ROSTER, OR BE EXPELLED - UNLESS ABROAD, TRANSFERRED OR SERVED SEVEN ACTIVE SEMESTERS (*See Kappa Alpha Laws 8-212*)*******

 Communications ▾ Chapter ▾ House ▾ KA ▾ Billing ▾ Bill Pay ▾ Accounting ▾ How To

Home / Chapter / Membership / Update Member Statuses

Update Member Statuses

Filter By Active

Change To * Alumnus

Member Status Reason

<input type="checkbox"/>	Name	Member Status	Date of Graduation	Initiation Date
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HOW TO COMPLETE REPORT TO ADD NEW MEMBERS (REPORT 2)

***REPORT 2 IS DUE WITHIN 48 HOURS OF INDUCTION

- 1) Log into “goKA” with your current “Vault” log-in information.
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Click the “Chapter” tab across the top bar
- 4) Click “Add New Members” on the left hand column
 - a. Select “Add Member”
- 5) Enter all information marked with an asterisk (*)
 - a. First Name, Last Name, E-Mail Address
 - b. Set Member Status to “Member Awaiting”
- 6) Click “Save & Continue”
- 7) Repeat Process for as many Members-Awaiting-Initiation

After a period of approximately 24 hours, Members-Awaiting-Initiation will receive an e-mail notification giving them access to their own individual **goKA** account. Once the new member is logged into **goKA** (www.kappaalphaorder.org) Members-Awaiting-Initiation will receive up to two additional emails advising them that it is necessary they complete registration if they have not done so. These will be sent 4 days after they are added, and again after 8 days. Individual records will not be processed by Kappa Alpha Order until all registration steps are complete. This means they will not be covered by insurance, be eligible for initiation and your Number I and Number VI will have violated the *Kappa Alpha Laws*.

*****THIS MUST BE COMPLETED IN ITS ENTIRETY BY ALL NEW MEMBERS. FAILURE TO COMPLETE WITHIN 48 HOURS OF INDUCTION WILL RESULT IN A \$10 FINE PER MAN, PER WEEK THAT THE REPORT IS OUTSTANDING. *****

Home / Chapter / Membership / Add New Members

Members Added last 7 days

Member Awaiting Form Add Member

Last Name	First Name	Informal First Name	Account #	Created On	Created By
No records to display					

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P.O. Box 2207 Columbus, GA 31902 | National Administrative Office 540.463.1865 | Fax: 706.571.0043

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*****INDUCTION FEES ARE \$125 PER NEW MEMBER. NEW MEMBER PACKETS ARE NOT INCLUDED IN THIS PRICE BUT REQUIRED TO PURCHASE FOR ALL NEW MEMBERS. THESE CAN BE ORDERED AT KAONLINESTORE.COM. PLEASE CONTACT THE NATIONAL ADMINISTRATIVE OFFICE WITH ANY QUESTIONS*****

HOW TO COMPLETE REPORT 3

IRS 990/REPORT 3 ***SUBMITTED AND APPROVED BY SEPTEMBER 15***

- 1) Download and fill out the Report 3 spreadsheet (Available on kappalaphaorder.org and the Resource Center)
- 2) Go to www.kappaalphaorder.org
- 3) Click “goKA Login” in the bottom right of the homepage
- 4) Log into “goKA” with your current “Vault” log-in information.
- 5) Click on “Vault” in the grid on the top right-hand corner
- 6) Select the “KA” tab
- 7) Under “Reports” select “IRS 990 Report 3”
- 8) Click “Add IRS 990 Report 3”
 - a. Name the document “Report 3” and select the fiscal year (7/1/24 – 6/30/25)
- 9) Click the “Click for Attachments” icon and upload the spreadsheet. List “Report 3” as description
 - a. *You can also upload your Bank Statements this way in .doc or .pdf form*
- 10) Click the “Submit Report” button

******PLEASE ATTACH ALL BANK STATEMENTS FOR ALL CHAPTER ACCOUNTS 7/1/2024 AND 6/30/2025 WITH REPORT 3. THEY CAN BE UPLOADED THROUGH VAULT BY FOLLOWING THE ABOVE DIRECTIONS. IF STATEMENTS ARE NOT AVAILABLE DIGITALLY, THEY CAN BE FAXED TO (540) 463-2140. PLEASE MAKE SURE TO WRITE YOUR CHAPTER DESIGNATION ON THE STATEMENT.**

*****BELOW IS THE IRS 990 & REPORT 3 FILING STRUCTURE FOR THE FISCAL YEAR OF JULY 1ST, 2024 TO JUNE 30TH, 2025. IT IS IMPERATIVE THAT YOUR REPORT 3 IS FILED & APPROVED BY SEPTEMBER 15TH TO AVOID ANY EXTRA FILING CHARGES*****

IRS 990 & Report 3 Filing Fee Structure									
	Sept. 15			Oct. 1			Dec. 1		
	Filing Fee	Late Fee	Total	Filing Fee	Late Fee	Total	Filing Fee	Late Fee	Total
990N (<\$50,000)	\$25.00	\$ -	\$25.00	\$25.00	\$500.00	\$525.00	\$25.00	\$500.00	\$525.00
990EZ (\$50,000-\$199,999)	\$360.00	\$ -	\$360.00	\$540.00	\$500.00	\$1,040.00	\$720.00	\$500.00	\$1,220.00
990 (\$200,000+)	\$700.00	\$ -	\$700.00	\$1,050.00	\$500.00	\$1,550.00	\$1,400.00	\$500.00	\$1,900.00
990T (Taxable Income)*	\$100.00	\$ -	\$100.00	\$150.00	\$ -	\$150.00	\$200.00	\$ -	\$200.00
State Filings*	\$100.00	\$ -	\$100.00	\$150.00	\$ -	\$150.00	\$200.00	\$ -	\$200.00

*Not applicable to all chapters. Will be in addition to 990N, 990EZ, or 990 total fee above.

HOW TO COMPLETE INITIATION REPORT (REPORT 4)

REPORT 4/INITIATION REPORT AND FEES DUE 2 WEEKS PRIOR TO INITIATION

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “goKA” with your current “Vault” log-in information.
- 4) Click on “Vault” in the grid on the top right-hand corner
- 5) Select the “KA” Tab
 - a. Click “Member Initiation Reporting”
- 6) Click “Add Initiation Application” towards the bottom right corner
- 7) A list of individuals processed by Kappa Alpha Order as Members-Awaiting-Initiation and eligible for initiation will be presented. You should indicate all members to be initiated by checking the box next to their name
- 8) Select the appropriate Term, Year, and Initiation Date
- 9) Leave the box, next to their name, blank for members who have depledged
- 10) Click “Save and Continue”
- 11) Detail appropriate reason for individuals who have depledged (status reason, date, and notes)
- 12) Click “Send Report”
- 13) Upon completion, you then submit the report to Kappa Alpha Order for electronic review. When approved, Badge #'s will be assigned. You will be able to see that the report has been approved via your “Vault”

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Home / KA / Reports / Member Initiation Reporting

Member Initiation Reporting

From 08/11/2014 To 08/11/2015 Submit

View Member Initiation Reporting

*****INITIATION FEES ARE \$300 PER INITIATE. THESE WILL BE CHARGED TO THE CHAPTER UPON THE SUBMISSION OF REPORT 4. *****

*****BADGES AND SHINGLES WILL NOT BE SENT UNTIL REPORT 4 IS SUBMITTED AND ACCEPTED*****

***** NEW MEMBERS MUST COMPLETE TIGHTROPE, ONLINE RISK MANAGEMENT MODULES BEFORE REPORT 4 CAN BE SUBMITTED*****

*****IF A REPORT 4 IS SUBMITTED LESS THAN 2 WEEKS BEFORE INITIATION, OR AFTER INITIATION, THEN THE CHAPTER WILL AUTOMATICALLY BE FINED \$25 PER MAN BEING INITIATED AND WILL BE CHARGED OVERNIGHT SHIPPING SO THE BADGES CAN ARRIVE TO YOU ON TIME*****

HOW TO COMPLETE REPORT 6

REPORT 6 - ROSTER UPDATE FOR SPRING DUES AND RISK MANAGEMENT ASSESSMENT FEE – DUE January 19th

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “goKA” with your current “Vault” log-in information.
- 4) Click on “Vault” in the grid on the top right-hand corner
- 5) Click the “Chapter” tab across the top bar
 - a. Select “Update Member Statuses”
 - b. Set “Filter Status” to “Member Awaiting”
 - c. Set “Change to” to “Active”
 - d. Select the appropriate “Member Status Reason”
 - “Left School” Member Status Reason requires explanation
 1. Click on the member’s name
 2. Click the Pencil Icon to Edit “Membership Information” fields
 3. Type explanation in “Member Status Notes” (i.e. not enrolled in school, part time student, graduate student, etc.)
- 6) Click “Update Member Statuses”
- 7) Repeat as necessary for different as many “Member Status Reasons” as necessary

*******PLEASE NOTE THE DEADLINE FOR THIS REPORT. AS OF JANUARY 20th, ALL CHAPTERS WILL BE CHARGED \$212.50 PER MAN BASED ON THE UPDATED CHAPTER ROSTER, \$95 FOR DUES AND \$117.50 FOR THE RISK MANAGEMENT ASSESSMENT FEE. ROSTERS SHOULD BE UPDATED BY JANUARY 19th AND THE PERIOD FOR DISPUTING CHARGES WILL END FEBRUARY 10th. ALL ROSTERS ARE FINAL ON FEBRUARY 10th. THE FIRST SPRING SEMESTER BILLING CYCLE IS DUE BY JANUARY 22nd. THE FULL \$212.50 MUST BE ITEMIZED IN THE FIRST BILLING CYCLE FOR THE SEMESTER AND PRIORITIZED FIRST. IF THERE ARE ANY QUESTIONS REGARDING THIS PROCESS, PLEASE CONTACT YOUR ASSOCIATE DIRECTOR FOR CHAPTER SERVICES*******

*******REMEMBER THERE IS NO “INACTIVE” MEMBER STATUS WITHIN THE ORDER. IF A MEMBER IS STILL ENROLLED IN SCHOOL, HE MUST REMAIN ON THE ACTIVE ROSTER, OR BE EXPELLED - UNLESS ABROAD, TRANSFERRED OR SERVED SEVEN ACTIVE SEMESTERS (See Kappa Alpha Laws 8-212)*******

Home / Chapter / Membership / Update Member Statuses

Update Member Statuses

Filter By: Member Awaiting Change To *: Depledge Member Status Reason:

<input type="checkbox"/>	Name	Member Status	Date of Graduation	Initiation Date
No members match the filter criteria.				

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NATIONAL AWARDS FOR CHAPTER EXCELLENCE

DUE October 15th

National Awards for Chapter Excellence includes the Marshall Award, Ammen Award, Carl Albert Award, and various operational awards that are presented at Officer Training Conferences. All awards are based on applications received and are awarded by a majority vote on the Executive Council. Access to the online application is available on the link below. Chapters are encouraged to begin the application process no later than October 1st to allow enough time to fully complete the application by the deadline.

<https://www.kappaalphalpaorder.org/active/awards/application/>

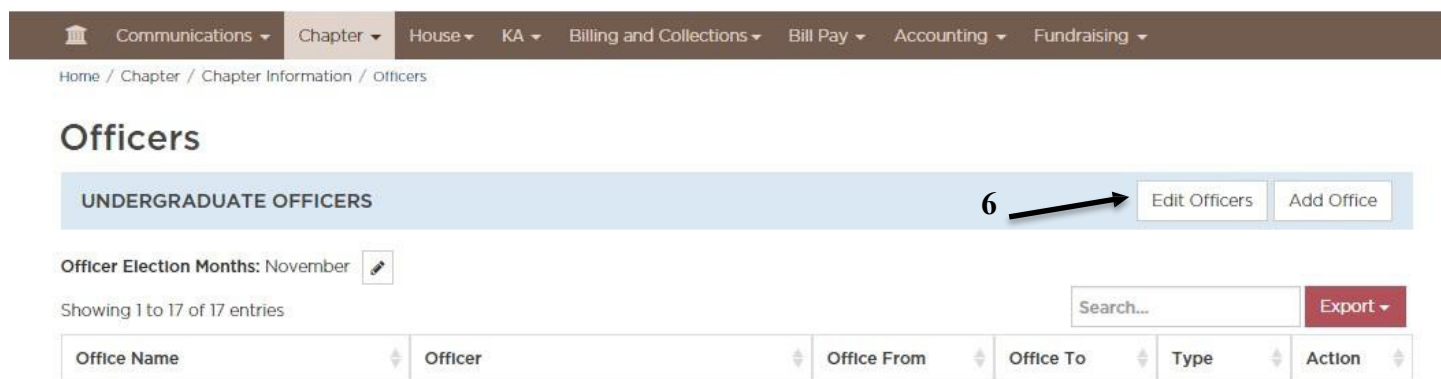
- (1) George C. Marshall Award. No more than three awards shall be given for any single academic year. The award shall be granted by a majority vote of the Executive Council.
- (2) Samuel Z. Ammen Award. This award is presented annually based upon an application process prescribed by the Executive Director and recognizes the top fifteen to twenty percent of Active Chapters based on applications received. The award is granted by a majority vote of the Executive Council.
- (3) Carl Albert Most Improved Chapter. No more than three awards shall be given each academic year, and the award shall be granted by a majority vote of the Executive Council.

HOW TO COMPLETE REPORT 10

***REPORT 10 (DUE DECEMBER 5TH, OR ANYTIME NEW OFFICERS ARE APPOINTED/ELECTED) ***

Anytime new officers are elected and/or appointed, it is pertinent to log in and update their contact information within your “Vault.” This will automatically populate with the National Administrative Office’s database. The following are instructions on how to update chapter officers:

- 1) Go to www.kappaalphaorder.org
- 2) Click “goKA Login” in the bottom right of the homepage
- 3) Log into “goKA”
- 4) Click on “Vault” in the grid on the top right-hand corner
- 5) Click on the “Chapter” tab across the top bar
 - a. Click “Officers” in the right hand column
- 6) Click “Edit Officers”
 - a. Update officer list accordingly. Include date of officer election,



CONVENTION, CONFERENCE, AND PROGRAM FEES

Conference Fee (charged August 26):

The Conference Fee of \$1,800 is charged annually on August 20th which covers four double queen onsite hotel rooms per chapter at Officer Training Conference (OTC) annually. All OTC attendees are required to stay onsite at the conference hotel.

Convention Fee (charged January 20):

The Convention Fee of \$1,800 is charged annually on January 20th which covers the lodging, meals, and registration expenses for two delegates to attend Convention biannually.

Officer Training Conference (OTC) Registration Fee (charged March 2):

Each chapter is required to have all nine-chapter officers attend OTC annually. Additional members of the chapter may attend OTC as well. Each chapter is charged a \$75 registration fee per attendee (minimum of \$675 per chapter) which covers onsite meals and registration, and participant materials.

Emerging Leader's Academy (ELA) Registration Fee (Due June 30)

All chapters are encouraged to send at least 4 emerging leaders to ELA every summer however, attendance is voluntary and not required for most chapters. The ELA registration fee of \$300 is charged to the chapter per attendee. If a chapter sends 4 members to ELA, the 4th registration is complimentary. Additionally, if one of the 4 attendees from the chapter attends the Certified Chapter Recruiter track, an additional registration is complimentary.