Important Notes

Please submit the Annual Report form and $35 renewal fee to the National Office each year by January 2\textsuperscript{nd}

online: https://www.natcom.org/Form.aspx?ekfrm=1782

by mail: National Communication Association
Attn: Lambda Pi Eta
1765 N Street NW
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts LPH Online Store to order induction and graduation materials (https://acgreek.com/greek/password.php)

Your Award Concepts passcode is assigned to you by the National Office, and is included in the email with your most recent chapter renewal ($35) receipt.
Step 1: Log into Award Concepts with your Passcode

Enter the passcode assigned to your chapter by the National Office. If you have forgotten your passcode, please call or email the office between the hours of 9 am-5 pm EST.
Step 2: Select ‘Membership’

Note: Members can order LPH clothing and branded items from the following link without the passcode:
https://acgreek.com/greek/home.php
Step 3: Select ‘LPH Membership Certificate and Pin’ from the upper left

- The Membership certificate is **required** for official induction in LPH
- If a certificate is *not* purchased for an inductee, they will not appear on the national register maintained by the National Office
Step 4: Select the number of members you are inducting from the dropdown box highlighted below, and add to your cart.
Step 5: Enter the names, induction dates, and email addresses for each student. Certificates will be printed *exactly* as the information is entered. Select continue when finished.

**Review closely**, Award Concepts will not be held responsible for spelling errors typed here. A certificate reprint charge of $3.75 will be required for correction of misspelled inductee names.

<table>
<thead>
<tr>
<th>Name</th>
<th>Chapter</th>
<th>School</th>
<th>Induction Date</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Lambda Lambda Lambda</td>
<td>Adams College</td>
<td>8/18/2016</td>
<td><a href="mailto:jane.doe@adams.edu">jane.doe@adams.edu</a></td>
</tr>
<tr>
<td>John Doe</td>
<td>Lambda Lambda Lambda</td>
<td>Adams College</td>
<td>8/18/2016</td>
<td><a href="mailto:john.doe@adams.edu">john.doe@adams.edu</a></td>
</tr>
</tbody>
</table>
Step 6: After entering certificate information, you will be directed to the cart summary page. Verify the chapter name and school name and provide any special order notes. Select Checkout to proceed to payment. Otherwise, to purchase honor cords or other materials select Continue Shopping.
Step 7: Prior to payment information, you may be prompted to create your account. Both creating a new account or checking out as a guest work.

OR

My Account
Access Existing Account
Email Address:
Password:

Login

Login

Continue Without Account
Click to continue without creating an account.

Create a New Account
New customer? Fill out the information below to create a new account.

Full Name:
Email Address:
Re-Enter Email:
Password:
Re-Enter Password:

Create Account

1 Email Privacy Notice: Award Concepts will not sell, exchange, or otherwise give away your e-mail address to anyone for any reason. See our Privacy Policy for more secure account information.
Step 8: Enter the correct shipping information

**If selecting USPS, plan on 10 business days plus shipping for your items to arrive**

**The National Office strongly recommends ordering materials 4 weeks before your ceremony**
Step 9: Payment information – you can pay via credit card or check

**Credit cards are encouraged, as orders paid by check will not ship until checks have been received.**
**If selecting pay by check**

The below message will appear as soon as you select pay by check. Select OK if you wish to proceed.
Pictured below is the payment by check screen

**Mail all checks to the address in the red box above. Checks cannot be accepted or processed at the National Office.**
**If selecting pay by credit card**

**Payment Information**
- Type: Credit Card
- Credit Card Type: Visa, MasterCard, Discover
- Card Number: 1234-5678-9101-1121
- Expiration: 01/2017
- Name (on card): Professor X
- Card ID #: 123

**Order Summary**
- Shipping Method: US Mail
- Shipping To: Professor X, 1234 College Avenue, Adams, IL 12345
- Subtotal: $60.00
- Shipping & Handling: $0.00
- Tax: $0.65
- Total: $60.65
Step 10: Verify your order details, shipping method, and payment information.

If all appears correct, select Place Order to submit order for processing.
Congratulations!
You have successfully inducted new members into Lambda Pi Eta!

Don’t forget to take pictures of your chapter’s ceremony to share with us on Facebook or Twitter!

@LambdaPiEta_NCA  Facebook.com/LambdaPiEta.NCA