

PAY DUES ONLINE

1. Go to www.avda.net and click on “**AVDA Online.**”
2. This will take you to the online portal.
3. Click on “**Login**” (your **username** is your **primary email** and your **password** is “**AVDA** and the **initial of your first name** and the **initial of you last name** in all caps) ex: AVDABS (for Bob Smith).
4. Once your password is changed, click on “**AVDA Online Store**”.
5. Choose your **membership type** and click on “**Select**”.
6. Use the pull down menu to **select** the appropriate **dues rate** and click “**Add to Cart**”.
7. This is the “**Shopping Cart**”. Verify you have selected the correct dues type and rate and click on “**Check Out**”.
8. In the “**Check Out**” you will enter the Credit Card (AmEx, Visa or MC) information with expiration date needed, click on “**Next**”.
9. Verify all of your contact information and click “**Continue**”.
10. Verify your email address and select “**Submit Payment**”.
11. This is your online confirmation of payment.
12. If you are not in our database or are having trouble signing in please contact AVDA Association Coordinator, Tina at tina@ksgroup.org or 443-640-1065 x114 for assistance.

Thank you for your continued support of AVDA