



OMEGAFI®

December 20, 2023



Vault

Hi there,

It's time to get your chapter ready for next term!

Billing Cycle Setup

Get your chapter's [billing set up](#) using the **FOUR** easy steps below.

#1 Go to **Billing > Billing Overview > Set Up Billing**

#2 Select the **Term/Quarter** you are setting up

#3 Select **due dates**

#4 Start **editing charges** for each billing group

For additional help, watch the [Billing Cycle Video](#) where we walk you through each step! You can also find more Billing resources [here](#), such as important reports to pay attention to, questions about member payments, and other FAQs.

Refer Back!



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Review last month's webinar to make sure you've taken all the steps to ensure officer transition success.



For any additional questions, email us at the email below or text us at 706.256.8521.

operationssupport@omegafi.com | Text: 706.256.8521 | [Vault Help Center](#)

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