

Accessing Online Membership and Dues Reporting System (OMDR) for the First Time

Note: Initial access to a local unit's OMDR site is given to the local unit president. To access OMDR the first time, the local unit president needs his/her local unit ID number and member ID number. These numbers will be provided by the state PTA. If you have not received these numbers please contact your state PTA.

1. Go to <https://www.pta.org/omdr>.
2. Click "First Visit" which is the option under "Go To Local Leader Website" in order to create your username and password.
3. Enter your first name, last name, member ID, and local unit ID in the appropriate boxes (be sure member and unit ID numbers are 8-digits and include the leading zeros). Choose your position (ex: local unit president) from the drop-down menu. Enter your desired username. Click submit.
4. Enter your desired password then retype this password in the appropriate boxes. Enter your e-mail address, choose a secret question from drop-down list, and answer the secret question in the appropriate boxes (this information is used to recover password, if necessary). Click submit.
5. You will receive a confirmation page indicating that your OMDR account was successfully added.
6. You can click from this page to go to the local unit sign in page, or return to the OMDR main menu.
7. You can now sign-in to OMDR using the username and password you just created by going to www.pta.org/omdr and clicking "Go To Local Leader Website."

Note: As local unit president, it is possible that you will not be the primary person within your unit in charge of using OMDR. In many cases, the membership chair, treasurer, or another board member is responsible for keeping track of membership and will need to use OMDR. In order for others to access the system you have two options:

1. Enter person who needs access into the system (see **Entering Local Unit Officers and Members Into OMDR**) and provide them with their Member ID number so that they can go through the first visit process and create their own username and password for future use.
2. Provide your username and password to any other individuals within the unit who have been authorized to use OMDR.