**CE Payments - Member Adoption Email**

**CLUBS PLEASE NOTE - This email mentions ACH and Credit Card payments. Please edit for only ACH if that is what you are offering.**

Dear <<INSERT NAME>>,

We are excited to announce that you can now pay your member dues online anytime, anywhere! We now take ACH and credit card payments saving you time and the hassle of writing a check. You’ll also be able to conveniently view and pay your statements, not only online, but also on your mobile device.

Here are the steps to get set-up:

## 1. **Setup** - To begin setup, log into the website or app, navigate to the online statement/payment portal (My Statements), select Make a Payment, then select Manage Payment Methods. From here, you can choose to add a bank account or credit card.

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### 2. **Bank Account Information** - For ACH or bank account information you will need to add your name, routing number and account number, and then click submit.

### 3. **Credit Card Information** - Registering acredit card is a very similar process, you will need to enter the card number, name, expiration date and credit card security code number. Then you can enter your billing address and verify the card.

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### 4. **Scheduling Payments** - Payments can be scheduled for a single future date, or recurring set of payments from the Payment Options screen by following the link "Schedule a future or recurring payment." After a successful payment has been set up, the message, "Your payment has been scheduled and will begin on XXXX" should appear confirming the scheduled date.

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### 6. **Managing Scheduled Payments** - If a scheduled payment needs to be cancelled, they can be deleted from the Payment Options Screen on the right-hand side where Upcoming Payments are listed.

7. **Deleting Payment Methods** - Managing the payment methods that have been entered is as simple as clicking the "Manage Payment Methods" link from the home screen, then clicking delete next to any bank account or credit card that needs to be removed.

We encourage you to get set-up for online payments as soon as possible so you can set it and forget it. And, maybe even earn a few extra credit card reward points each month!

Thank you,

Name

Title

Club name