

Get Signed Up For Member Online Payments

As a new member, you'll have the convenience of viewing and paying your member dues and statements online anytime, anywhere. You can set up recurring payments via ACH or credit card, and you can even pay on your mobile device. Get signed up today to save time and the hassle of writing and mailing a check.

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