

Finance Officer

Instructions for submitting and paying for renewal dues by credit card.

1. Go on the national website and click on Member Services Data Base
2. Go down the list on the left to Member Payment Program
3. Click on Branch MPP Dues Payment Entry
4. Click on Enter Member Dues
5. When this page opens, click on Select a Member
6. From the list showing the selected member, click the Renew Box located to the left of the name(s)
7. At the bottom right, click on View Summary
8. Read over the information listed to check for accuracy
9. Click submit MPP
10. Verify that the amount to be paid is correct
11. Click Pay by Credit Card
12. Fill in payment information
 - Name on card:
 - Address:
 - Card type: Master Card, Visa, etc.
 - Card number, exp date
13. Click submit
14. Copy & print page for your records

Instructions for submitting and paying for new or dual member dues by credit card.

Follow steps 1-4 above.

5. At the bottom of the page click on Add New/Dual Member
6. Fill out the required member information including type of member and click Next.
7. Read box labeled 'Dues Information for New Member' then click Save.
8. At the bottom of the page, click in box under payment.