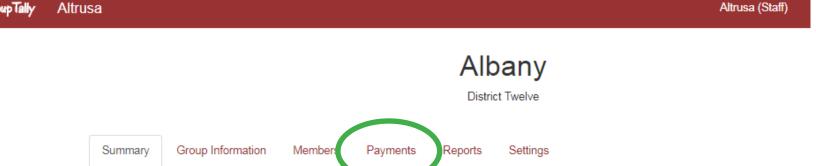


Group Tally Guide: Making a Payment

First, on the Club page, click on the Payments tab.



Current Group Positions

President Liz Tilson

First Vice President Bobby Williams

Second Vice President Linda L Hausmann

Secretary Theresa Kidd Treasurer Roberta White

Treasurer Tami Minnick

Secretary Sarah Johnson

Immediate Past President Heather Wells

Director Nancy Sullivan

Director Ann Black

Director Terri Beattie

Director Courtney Pouliot

Communications Chair Dena L Burian Blacklaw

Parliamentarian Patricia M Johnson

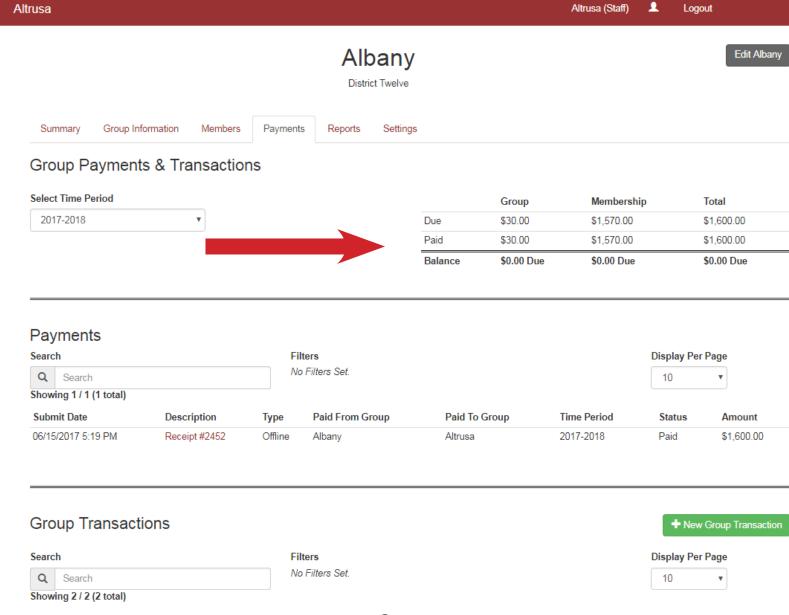
Group Admins

Full Admin Tami Minnick Full Admin Heather Wells Full Admin Liz Tilson

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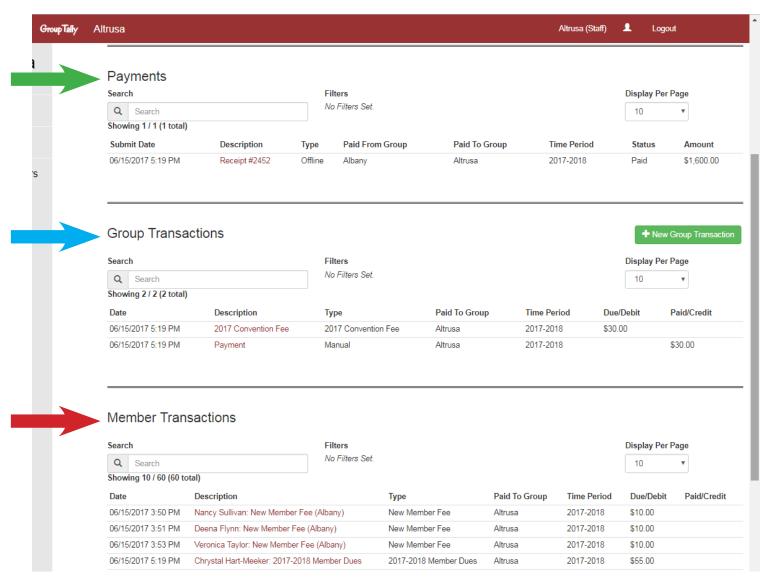
On this page you will find the Group Payment summary on the upper right.

This tells you what fees are due and paid in the selected time period, and the current balance on the account. It is divided by Group fees and Membership fees.

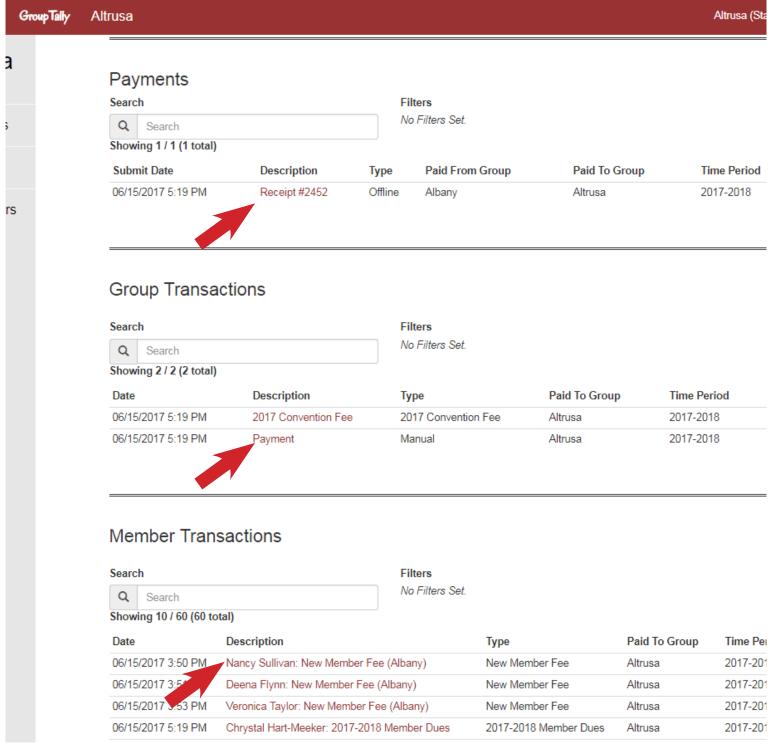


Below that, the page is divided into three sections. Payments, Group Transactions, and Member Transactions.

- Under Payments you'll find receipts for payments made during the current cycle.
- Under Group Transactions you'll find the Convention fee, and any other fee assessed to the club as a whole.
- Under Member Transactions you'll find each payment, due or paid, for the entire membership. This may be several pages long.



You can see more details about any transaction by clicking on it.



Focus on the upper right corner of the page, which shows your Balances. If you have a balance due, you will see a green Make Payment button, if your balance is \$0.00, it will not appear.

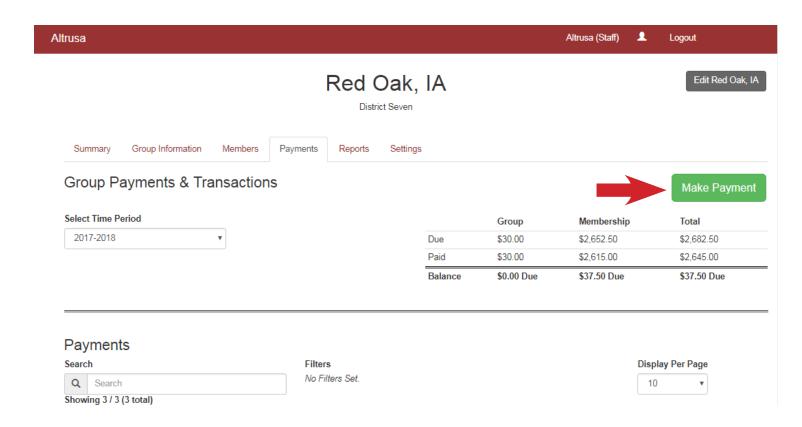
This club has a balance of \$37.50. Thus the Make Payment button is available.

			Make Payment
	Group	Membership	Total
Due	\$30.00	\$2,652.50	\$2,682.50
Paid	\$30.00	\$2,502.00	\$2,645.00
Balance	\$0.00 Due	\$150.00 Due	\$37.50 Due

This club does not have the Make Payment button available, since there is no balance due.

	Group	Membership	Total
Due	\$30.00	\$1,570.00	\$1,600.00
Paid	\$30.00	\$1,570.00	\$1,600.00
Balance	\$0.00 Due	\$0.00 Due	\$0.00 Due

Once you have added your desired payment method, return to your club's Payments tab.

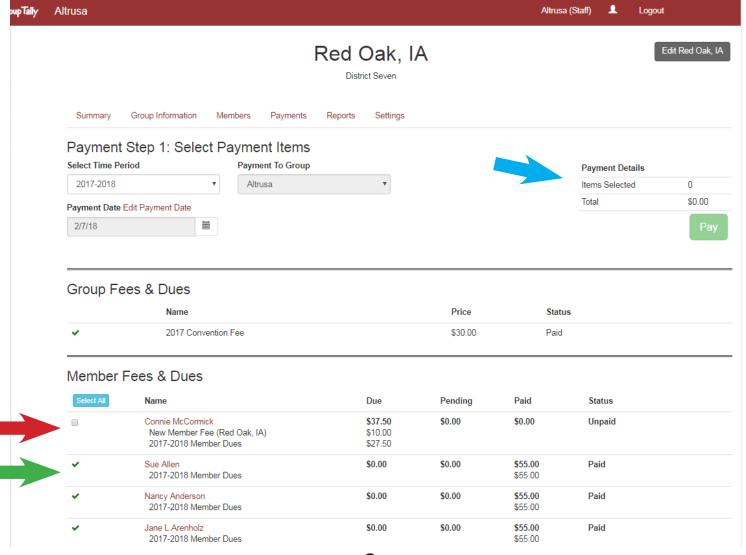


As stated before, if you have a balance, the Make Payment button will be available to you. Click on it to proceed.

On the payments page you will find a list of dues, those that have green check marks have been paid, and those that have check boxes are unpaid and available for selection.

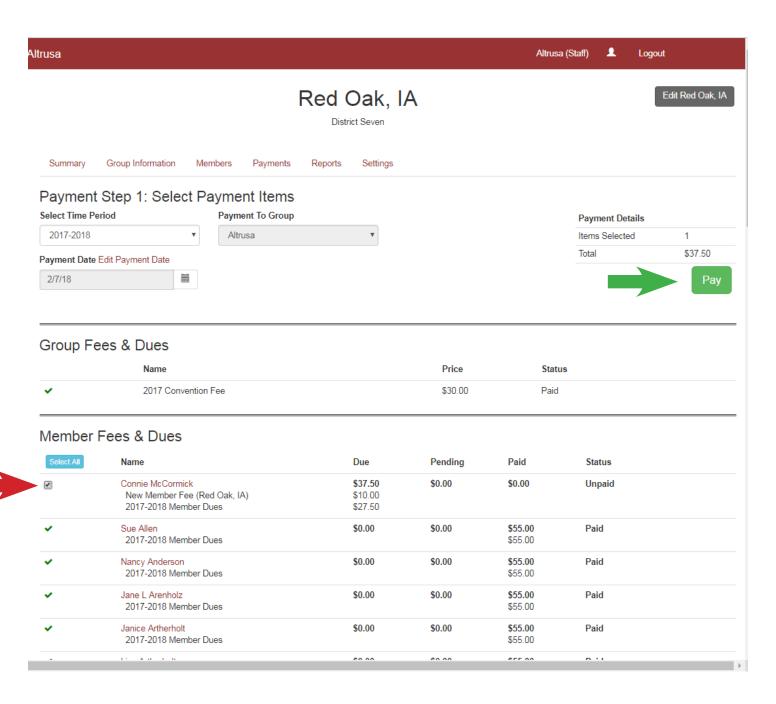
For example, below I have already paid for Sue Allen, but I need to make a payment for Connie McCormick.

Note the Payment Details area which shows you a summary; number of items selected, and a total amount due.



Click on the check boxes next to the dues you would like to pay.

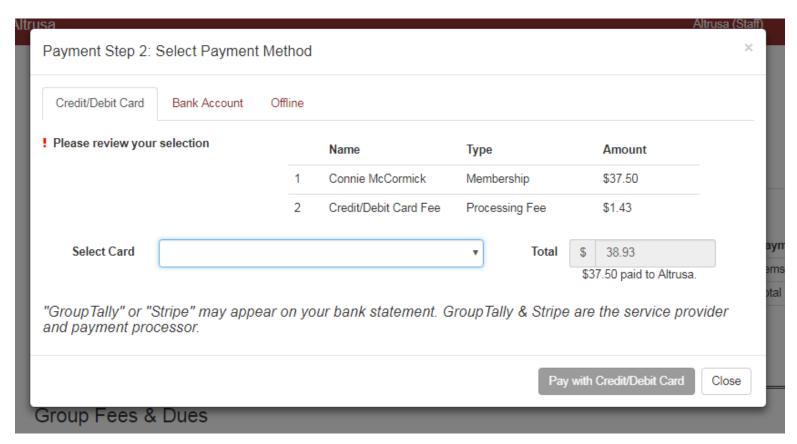
Keep track of how many items you have selected, and your total due, in the Payment Details section. Once you have made your selections, click on the green Pay button.



In the dialogue box that pops up, review your total and using the tabs, select your method of payment.

Credit/Debit Card is the first option, if you'd like to pay this way, select your previously added card from the Select Card drop menu, and then click Pay with Credit/Debit Card. (notice that there is a Processing Fee for using this method)

Using your bank account works the same way, click on the word Bank Account and then select your account form the Select Account drop menu and then click Pay with Bank Account.



If you are paying with a check, please select the Offline tab. This allows you to "submit" your intended payment and will give you a receipt number you can use to keep track of your payment.

Note: Offline payments will need to be approved. Until then, payment status will be displayed as "Submitted - Pending Approval". Once the International Office receives your payment, we will approve it.

As always if you have questions/comments please email us at altrusa@altrusa.org.

Thank you.