



### **Submitting Membership Dues to Florida PTA via E-Check/ACH:**

State and National PTA dues are to be submitted electronically to Florida PTA. The fee for this option is a flat \$1 per remittance. Funds are sent directly to Florida PTA via an eCheck/ACH.

- 1). Login to MemberHub
- 2). Select **Admin Console**
- 3). Click on **PTA tab**
- 4). Click on **State Payments** (menu on the right)
- 5). System will display how much is owed to the state and for how many members.
- 6). To see which members are owed for, click on **Show/Hide Members**. All members with state dues outstanding will be listed at the bottom of the page.
- 7). The current President or Treasurer may remit dues via e-check, select **Send Payments Via e-Check**. The following pop-up will be displayed:

**Send Payment to NYSPTA via eCheck** ✕

The outstanding portion owed to NYSPTA for 17 members is \$68.00 . The money will be withdrawn from your PTA banking account and sent to the NYSPTA's bank account.

Note: There is a \$1 transfer fee to send the money via eCheck.

I understand that I am remitting \$68.00 to the NYSPTA and incurring a \$1.00 fee. Please continue.

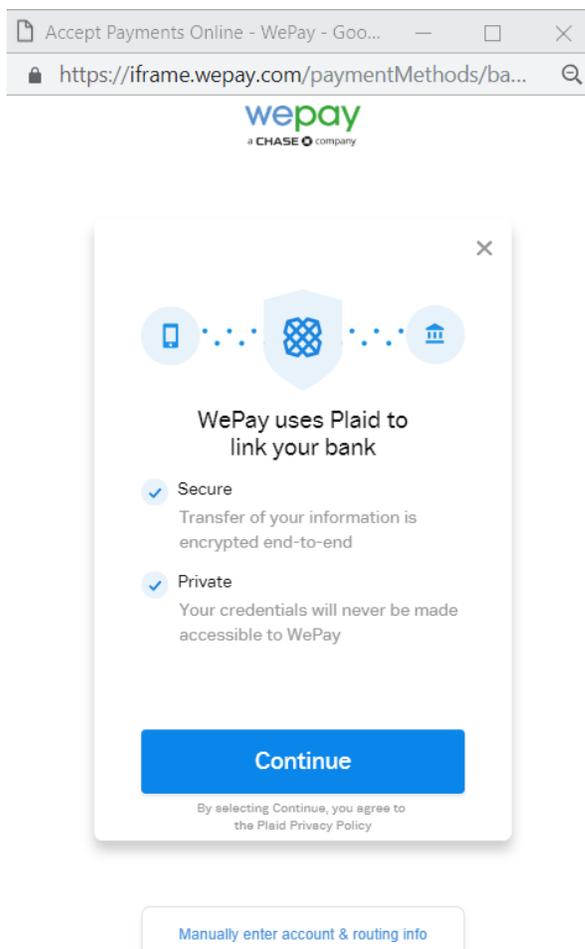
Please save my bank account information in WePay so I don't have to enter my bank account information every time.



8). Check both check boxes to activate the **Send Payment to FLPTA** button. If they are both checked and the box is still grayed out, un-check the top check box and re-check it to make the box live.

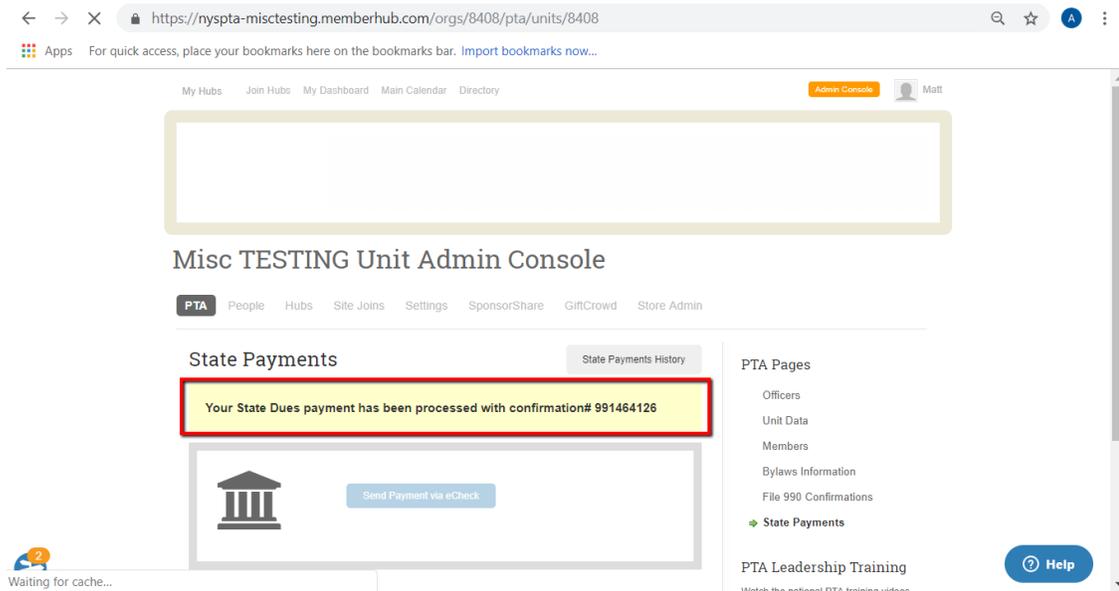
Note: If your button is not 'live' and you are the president or treasurer there are a few things to check. First, go to the **Admin Console > PTA tab > Officers** and verify that you are listed as the current year officer (2019-2020) and not last year's officer (2018-2019). If you are listed as a past officer, you will need to add yourself as a new officer for the 2018-2019 year. You cannot update or delete 2018-2019 officers after June 30th due to state record keeping needs. If you are listed as a current officer the next step would be to verify you are logged in with the email listed on the 2019-2020 officer profile. If you are not, you will need to logout and login again with the email on the officer profile.

9). A pop-up from WePay is displayed. If you do not get a pop-up, check your Google Chrome settings to make sure pop-ups are not disabled.



10). If your PTA utilizes online banking:

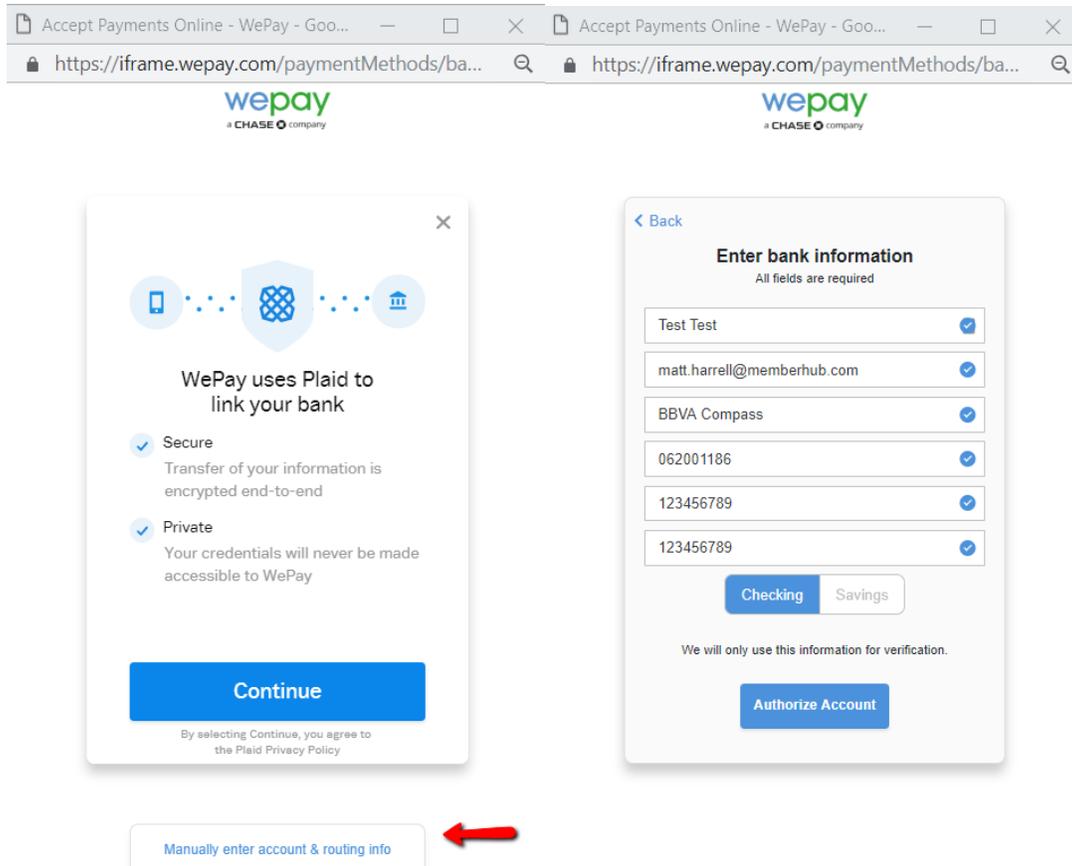
- **Hit Continue**
- Search for your bank
- Enter your online banking user name and password. If you are getting an error that the login credentials are incorrect go back and check if your bank has a business integration with WePay. For example, logins for TD Bank Business Direct with not work if you are in the regular TB Bank option. You have to choose the business option.
- Once logged-in, a list of your active online banking accounts should be displayed.
- Select the account to use to pay this and all future payments from
- **Continue**
- Verify the bank information displayed and complete the process.
- Once completed, a confirmation number should be displayed on the MemberHub state payments screen. Your payment has now been sent to the state.



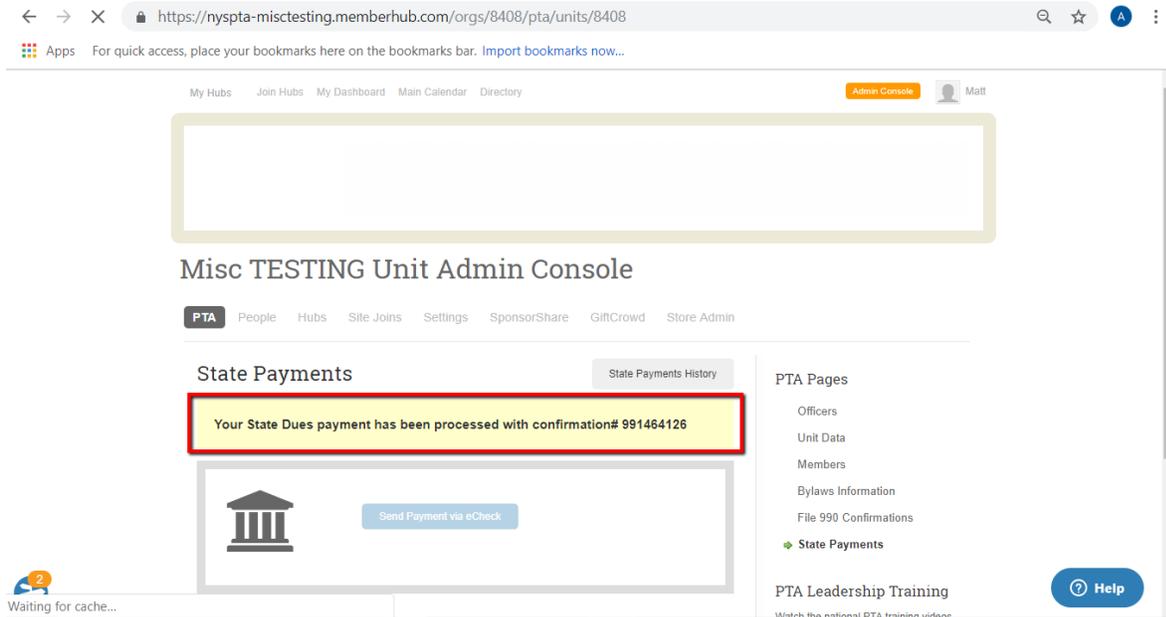
11). If your PTA does not utilize online banking (or WePay does not have an integration with your bank), you will have to manually confirm the account. FYI - When entering the bank information manually, WePay will make two small deposits in your PTA's bank account, which you will need to confirm to verify your account. Once you have done that, your ACH payment will be released.

To manually enter the bank information:

- At the WePay pop-up, click on **Manually enter account and routing info.**



- Fill out the form in its entirety. If it is not accepting the bank name, the bank may have a special character in the name. For example, for M&T Bank, enter M and T.
- Select **Authorize Account**
- Displayed message: *WePay is going to make two small micro deposits into your bank account in 1-2 business days. WePay will also send you an email with a link to enter the micro deposits. If you do not receive this email please check your spam.*
- Click the link in the email and log in to confirm the amounts.
- **Continue**
- A confirmation number for the payment is displayed. Note: your payment will not be sent until you confirm your micro deposits. If you do not get the micro deposits it is likely something you entered when you confirmed the account was incorrect. Please confirm it again. If you do not get the deposits the second time please reach out to MemberHub support.



- The account is now set-up. You only have to confirm the bank account on the first payment. Each additional payment only requires you to press the button to **Send the Payment**.

12). Once the eCheck is sent, a breakdown of all payments is available under **State Payments History** button.

### Information regarding 'Advanced Access Code':

When using the WePay pop-up to send an eCheck state payment, you may get to a point where you're prompted to enter an 'Advanced Access Code.' This is an extra security measure that some banks use on their accounts in order to generate online transactions.

For example, Wells Fargo offers a feature called **Advanced Access**. According to Wells Fargo: When conducting online or mobile banking, Wells Fargo may sometimes prompt you to request an 'access code' to perform certain transactions or access sensitive information.

Please be aware of this setting with your bank and work directly with your bank on your 'Advanced Access' settings.

If logging into your bank through the WePay ACH popup continues to be a challenge just follow the screenshots noted on MemberHub website tutorial (<https://support.memberhub.com/hc/en-us/articles/360006895253-How-to-pay-your-state-dues-in-MemberHub>) to manually enter your bank account and routing information.

Also, WePay recommends logging-in to your bank account to decide if you'd like to disable 2-Step Verification.

(MemberHub tutorial link: <https://support.memberhub.com/hc/en-us/articles/360006895253-How-to-pay-your-state-dues-in-MemberHub>)