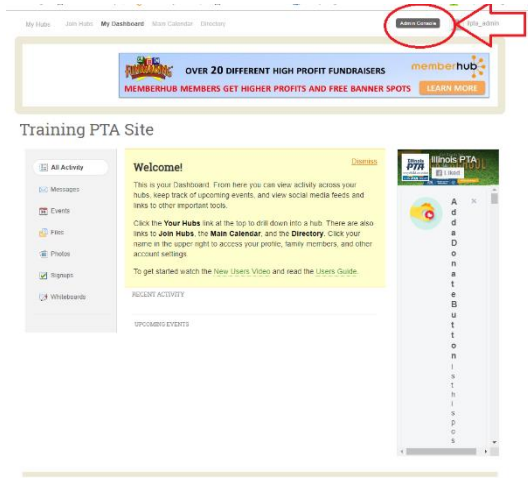


How To Pay Your State Dues In Memberhub

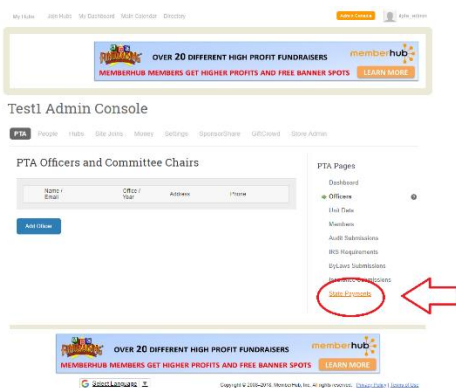
When members have been entered manually or purchased via the MemberHub store

Follow these steps to pay your state dues:

1. From your Admin Console

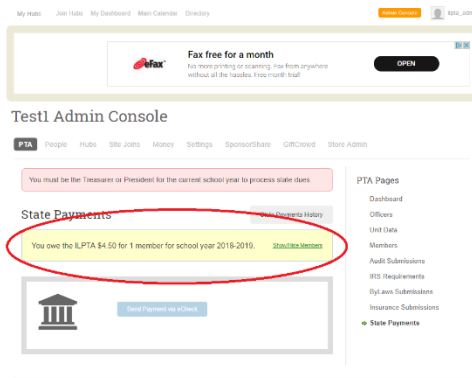


2. Click on the PTA tab, then select State Payments at the bottom of the menu on the right.

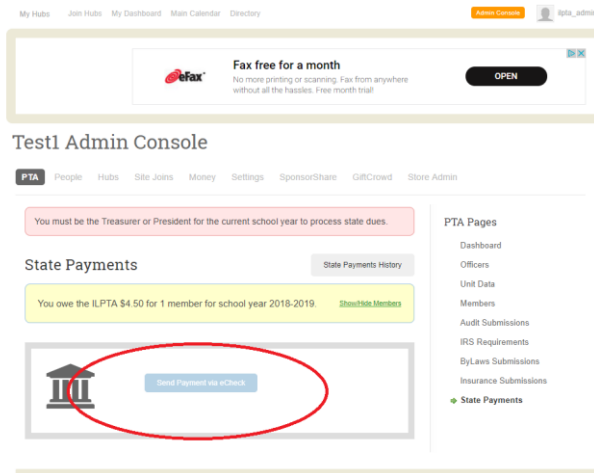


3. Only the current PTA treasurer or president can remit the state dues.

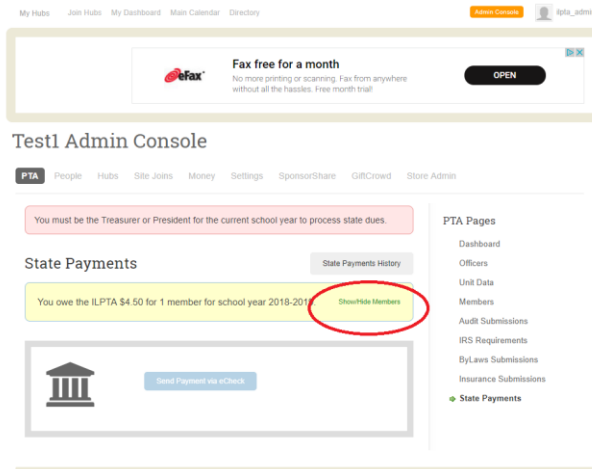
4. The amount currently owed along with the number of members will be displayed in the yellow box.



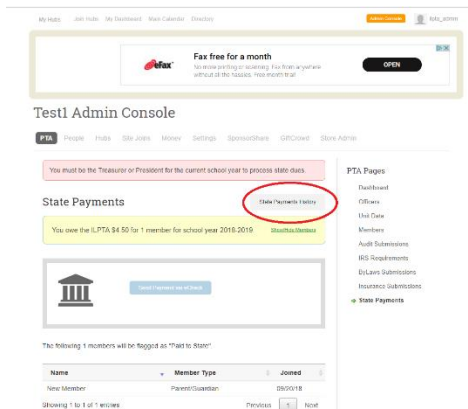
- Next click Send Payments via e-Check and follow the steps to complete the process. The fee for this option is a flat \$1 and an eCheck will be sent directly to your Illinois PTA.



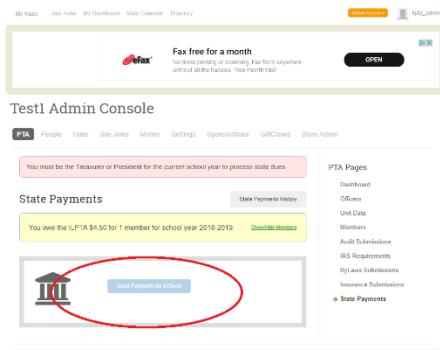
- If you wish to display which members you are submitting payment, click on Show/Hide Members. All members with state dues outstanding will be listed at the bottom of the page.



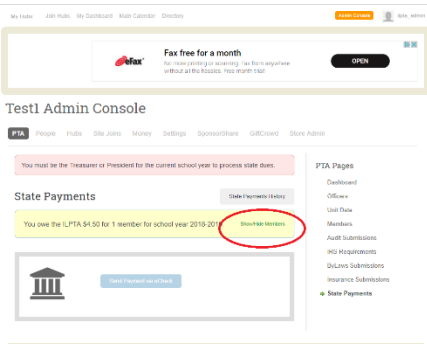
- If you wish to view previous payments submitted, click on the State Payment History



- Once your roster has been imported, your amount due will accurately display what is owed and you will be able to proceed to the Send Payment via e-check process. Follow the steps below to complete the process. The fee for this option is a flat \$1 and an eCheck will be sent directly to Illinois PTA.



- If you wish to display which members you are submitting payment, click on Show/Hide Members. All members with state dues outstanding will be listed at the bottom of the page.



- If you wish to view previous payments submitted, click on the State Payment History

