

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

The screenshot shows a browser window with the URL [https://www.memberhub.com/sites/1234567890/admin](#). At the top, there's a navigation bar with links like 'My Hubs', 'Join Hubs', 'My Dashboard', 'Main Calendar', and 'Directory'. On the far right of the top bar, there's a red circle around the 'Admin Console' link. Below the navigation bar is a banner for 'OVER 20 DIFFERENT HIGH PROFIT FUNDRAISERS' and 'memberhub'. The main content area is titled 'Training PTA Site' and shows a 'Welcome!' message. On the left, there's a sidebar with links for 'All Activity', 'Messages', 'Events', 'Files', 'Photos', 'Signups', and 'Whiteboards'. On the right, there's a vertical menu with options like 'Dashboard', 'Officers', 'Unit Data', 'Members', 'Audit Submissions', 'IRS Requirements', 'Bylaws Submissions', 'Insurance Submissions', and 'State Payments'. A red arrow points from the 'State Payments' link down to the 'State Payments' link in the yellow box below.

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

The screenshot shows a browser window with the URL [https://www.memberhub.com/sites/1234567890/pta](#). At the top, there's a navigation bar with links like 'My Hubs', 'Join Hubs', 'My Dashboard', 'Main Calendar', and 'Directory'. On the far left, there's a sidebar with links for 'People', 'Hubs', 'Site Jobs', 'Money', 'Settings', 'SponsorShare', 'GiftCloud', and 'Store Admin'. The main content area is titled 'Test1 Admin Console' and shows a 'PTA Officers and Committee Chairs' section. On the right, there's a vertical menu with options like 'Dashboard', 'Officers', 'Unit Data', 'Members', 'Audit Submissions', 'IRS Requirements', 'Bylaws Submissions', 'Insurance Submissions', and 'State Payments'. A red circle highlights the 'State Payments' link, and a red arrow points to it from the link in the yellow box below.

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.

The screenshot shows a browser window with the URL [https://www.memberhub.com/sites/1234567890/pta/state_payments](#). At the top, there's a navigation bar with links like 'My Hubs', 'Join Hubs', 'My Dashboard', 'Main Calendar', and 'Directory'. On the far left, there's a sidebar with links for 'People', 'Hubs', 'Site Jobs', 'Money', 'Settings', 'SponsorShare', 'GiftCloud', and 'Store Admin'. The main content area shows a message: 'You must be the Treasurer or President for the current school year to process state dues.' Below this, there's a 'State Payments' section with a red circle highlighting the text 'You owe the ILPTA \$4.50 for 1 member for school year 2018-2019.' A red arrow points to this text from the link in the yellow box below. At the bottom, there's a button labeled 'Send Payment via eCheck'.

5. 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.

The screenshot shows the 'State Payments' section of the admin console. It displays a message: 'You owe the ILPTA \$4.50 for 1 member for school year 2018-2019.' Below this is a large payment card template with a 'Send Payment via eCheck' button, which is circled in red. To the right of the card template is a sidebar titled 'PTA Pages' with various administrative links.

6. 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.

This screenshot is similar to the previous one, showing the 'State Payments' section. The 'Show/Hide Members' link on the payment card template is circled in red. The sidebar on the right remains the same.

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

This screenshot shows the 'State Payments' section again. The 'State Payment History' link in the top navigation bar is circled in red. The main content area shows a message about owing \$4.50 and a payment card template. At the bottom, there is a table showing payment history for one member, with a note: 'The following 1 members will be flagged as "Paid to State":' followed by a table row for 'New Member'.

Name	Member Type	Joined
New Member	Parent/Guardian	2020/21

If Members have not been entered

1. If you have not entered any of your members into MemberHub manually or are not selling membership via the store, your amount due will currently display \$0 in the yellow box on the State Payments tab.



2. **Membership rosters can now be imported by Illinois PTA** by completing and emailing us a csv file template
3. You can access the template [here](#).
4. When you open the template it will look like the picture below. When completing the form, **do not change any of the headers** or the data upload will not be accepted by the system.

A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email	Mobile Number	Member Type	School Year Ending		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

5. You have 5 options to use in the Member Type field. Again, anything else will result in errors while trying to upload. Those values are:
 - Parent/Guardian
 - Faculty
 - Student
 - Community
 - Other
6. Save the file and forward it to info@illinoispta.org. In the email message, provide the following information:
 - Unit ID Number
 - Unit Name
 - Unit City

- 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.

The screenshot shows the 'State Payments' section of the admin console. A message at the top states: 'You owe the ILPTA \$4.50 for 1 member for school year 2018-2019.' Below this, there is a large button labeled 'Send Payment via Check' with a bank icon. To the right of the button is a link 'Show/Hide Members'. On the far right, there is a sidebar titled 'PTA Pages' with various links like Dashboard, Officers, Unit Data, Members, Audit Submissions, IRS Requirements, By-Laws Submissions, Insurance Submissions, and State Payments.

- 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.

This screenshot is identical to the one above, but the 'Show/Hide Members' link in the green bar has been circled in red. The rest of the interface and sidebar are the same.

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

This screenshot is identical to the ones above, but the 'State Payment History' link in the green bar has been circled in red. The rest of the interface and sidebar are the same.