

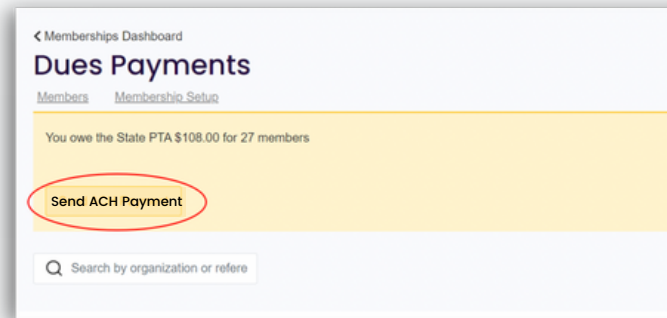


REMIT STATE DUES IN MEMBERHUB

PTA unit leaders can pay their state dues directly to the state PTA via e-Check/ACH in MemberHub. No more mailing checks and making multiple trips to the bank.

Get lists and dues in order with a repeatable process and less effort.

Remit the exact amount your PTA owes to the state office with one click (via ACH). The \$1 fee is about the cost of a stamp and envelope and is the same no matter how large your amount is.



FOLLOW THESE STEPS TO PAY YOUR STATE DUES



This help article walks you through these steps, with screenshots.

How to remit dues:

1. From your **Dashboard**, click on **Memberships**, then **Remit State Dues**.
2. Once there, click **Send ACH Payment**.
3. Then, enter your PTA's banking details. If you wish to not have to enter this information each time you submit a dues payment, check the box to tokenize your bank account information.
4. You will then see the payment on your Dues Payments screen, indicating status and details for the payment.
5. If you do not see your submitted payment on this list, **submit a support request** for assistance.
6. Within Membership > Remit State Dues, you can see all Dues Payments for each year -- print this page and circle or highlight the current payment to include with the paperwork for your files.