

## Announcing Branch 35 Online Dues Payment System

We are pleased to announce the Branch 35 **Credit Card Dues Payment System**, which provides members with Visa, Master Card, Discover or Amex credit card payment options. It will be available starting January 1, 2019 and is part of our web-based Membership Directory, which gives members “self-service” control of their membership information. (See: Announcing Branch 35 Membership Directory for details.)

**Credit Card Payment is now the preferred payment option for annual dues.** It saves member and Treasurer’s time.

All members will be notified by email on January 1<sup>st</sup> to pay their 2019 \$20 annual dues by January 15<sup>th</sup>. Follow-up emails will be sent until payment is received or membership status becomes **Lapsed**. Member payment will be recorded immediately.

An option will be available for you to automatically make recurring annual credit card dues payments each year on January 15<sup>th</sup>. To take advantage of this, you will need to change your membership level from “**Active**” to “**Active Recurring**”. Further details of how to log into the system and how to change your membership level will be emailed before the end of the year.

**Note:** *Credit card information is not stored in our membership system. Instead, it is securely transmitted to a merchant account where it is processed. The merchant account then returns the status of the payment transaction, which is recorded in our membership transaction logs.*

**Check Payment is discouraged for annual dues.**

Make your 2019 \$20 annual dues check payable to SIR Branch 35 and mail it to the Treasurer, or give it to him at the January meeting. Follow-up emails will be sent to you until payment is received or membership status becomes **Lapsed**. Manual check processing may delay the recording of our receipt up to 30 days.

Please do not mail a check prior to January 1<sup>st</sup>, or bring a check to the November or December meeting.

**Cash Payment will no longer be accepted for annual dues.**