

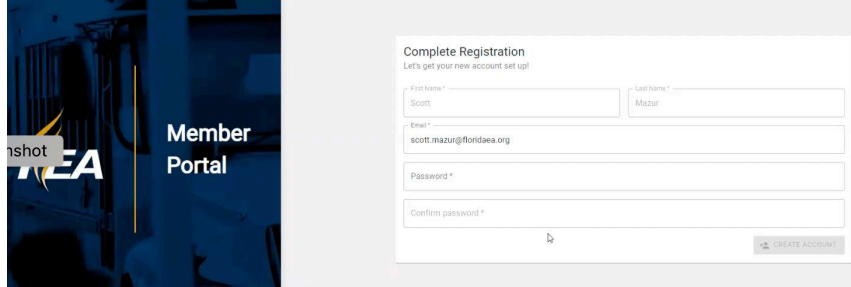
## FEA Membership – eDues Sign Up

You will need: Your banking online sign in information or your routing number of your bank account. You will also need to create a password of 12 characters, 1 letter, 1 number, 1 symbol.

1) Use link to get to the eDues Sign Up Portal

The link was emailed to personal emails that are on file with LCTA. If a member didn't get, it: (1) Confirm email by getting the correct email in printed letters and (2) Make a note and send to Scott.

2) After clicking on CLICK HERE in email, some information will be pre-populated.



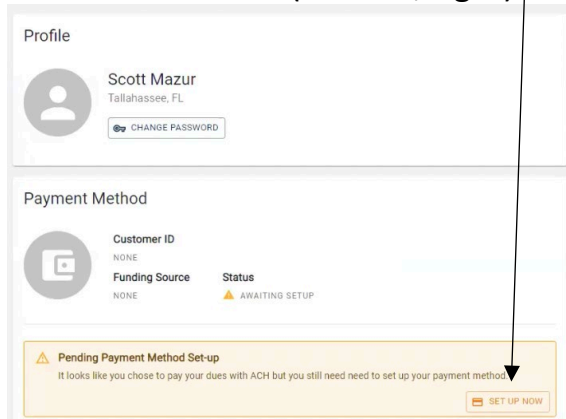
The screenshot shows the 'Member Portal' on the left and a 'Complete Registration' form on the right. The form is titled 'Complete Registration' and has the subtitle 'Let's get your new account set up!'. It contains several input fields: 'First Name' (pre-filled with 'Scott'), 'Last Name' (pre-filled with 'Mazur'), 'Email' (pre-filled with 'scott.mazur@floridafea.org'), 'Password\*', and 'Confirm password\*'. A 'CREATE ACCOUNT' button is located at the bottom right of the form.

3) Create password: When you click on the Password box, you'll see the requirements: 12 characters, 1 letter, 1 number, 1 symbol.

4) Enter the password. Confirm the password.

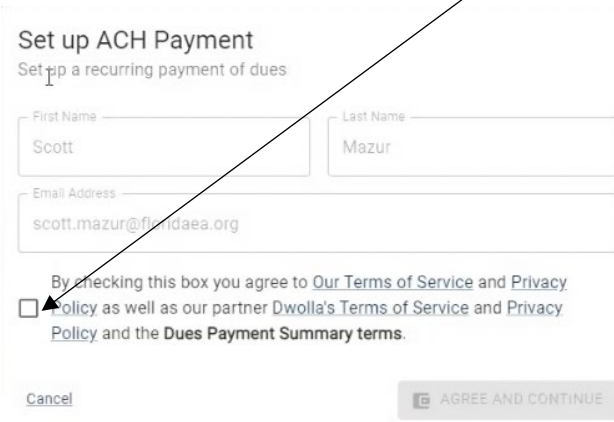
5) Click CREATE ACCOUNT (bottom, right).

6) Click SET UP NOW (bottom, right)



The screenshot shows a user profile page. The 'Profile' section displays 'Scott Mazur' from 'Tallahassee, FL' with a 'CHANGE PASSWORD' button. The 'Payment Method' section shows 'Customer ID' as 'NONE', 'Funding Source' as 'NONE', and 'Status' as 'AWAITING SETUP'. A yellow warning box at the bottom states 'Pending Payment Method Set-up' and says 'It looks like you chose to pay your dues with ACH but you still need need to set up your payment method.' with a 'SET UP NOW' button. An arrow points from the 'SET UP NOW' button in this section to the 'SET UP NOW' button in the next section.

7) Confirm information and check box. Then click AGREE and CONTINUE.

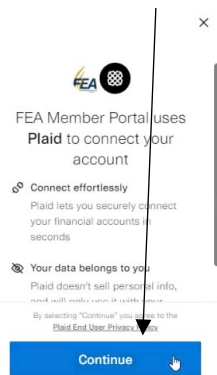


The screenshot shows the 'Set up ACH Payment' page. It has the subtitle 'Set up a recurring payment of dues'. The 'First Name' field is 'Scott' and the 'Last Name' field is 'Mazur'. The 'Email Address' field is 'scott.mazur@floridafea.org'. Below the fields is a checkbox that is currently unchecked, with the text: 'By checking this box you agree to [Our Terms of Service and Privacy Policy](#) as well as our partner [Dwolla's Terms of Service and Privacy Policy](#) and the [Dues Payment Summary terms](#).' At the bottom left is a 'Cancel' button, and at the bottom right is an 'AGREE AND CONTINUE' button. Arrows from the previous section point to the checkbox and the 'AGREE AND CONTINUE' button.

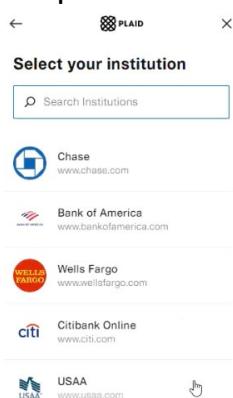
8) Saving and Loading – If it continues to circle (Loading), it may have opened another window. Check behind the current window to ensure it is not hidden. Wait patiently. If it still doesn't load, you can try to restart the process. If it never loads and doesn't continue, please let us know.

It should continue to the FEA Portal to PLAID. PLAID is the payment program with high security used by large companies like Wells Fargo, VENMO, Samsung, and other organizations.

Click CONTINUE.



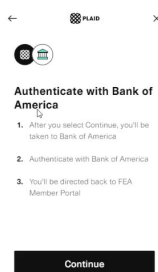
9) Select your institution. Enter in search box if it is not automatically populated in the drop down list.



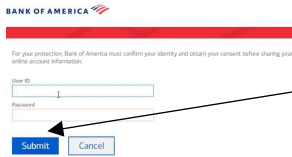
10) Prove you are not a robot. Click the box.



11) Authenticate with your bank. If correct bank is listed, click CONTINUE.



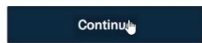
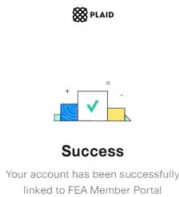
12) You will need to sign on to your bank account OR you will be asked to enter the routing number of your account. (It depends on what your bank needs.) Enter the information and click SUBMIT. (Image is just an example. Unless you use Bank of America, your image will be different.)



13) Depending on your bank's requirements, it may take you through the process of sending and authorization code. It may also explain and ask for consent to share your information so that the dues can be deducted. Just follow the prompts.

14) After hitting SUBMIT (or something similar depending on the bank), it may ask you to select an account. Select the one you want and click CONTINUE.

15) When you are done, you should see the SUCCESS Screen. Click CONTINUE.



16) It will load the information. Then click SAVE AND FINISH.



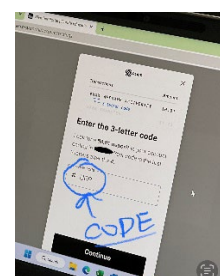
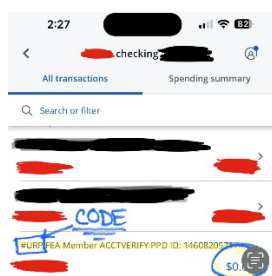
17) You will be redirected to the FEA screen. If completed, there will be a small green box at the top that says it was set up correctly. However, in the orange box, it may still say PENDING. It may need some time to fully load into the system. As long as you completed it successfully, you are set.

### Contact Information:

- **Darla Wolak: 850-694-0838 or lcta.mo.darla@gmail.com**
- **Scott Mazur: scott.mazur@floridaea.org**

Helpful Video: <https://youtu.be/XVKP8BPn0p8>

Micro Deposit Help:



Look to your bank for the code.

Enter the code in the platform.