

## PAYING YOUR MEMBERSHIP DUES VIA PAYPAL

Members in good standing have the ability to pay membership dues online through PayPal. There is **no fee or charge** for this convenience to our members. You can pay using your existing PayPal account if you have one, or you can make a one-time payment by entering your credit card information.

**Online membership dues payments can be made by members in good standing only. If you fall two (2) or more quarters behind in your payments, please contact the Membership Department at 212-245-4802 or [membership@local802afm.org](mailto:membership@local802afm.org).**

- 1) The Union/Dues Info section contains a summary of your account. If you are up to date with your dues, your current balance will display **\$0.00**. If you owe for prior quarters, your past due amount will be displayed under your current balance.

Click the link for **View/Pay Union Dues**.

Union / Dues Info	
Current Union Dues Balance:	\$0.00
Member Status:	Active
Paid Thru Date:	12/31/2018
Date of Last Payment:	10/11/2018
Quick Guide to Online Union Dues Payments	<a href="#">View/Pay Union Dues</a>

- 2) The next screen displays your dues balance and your history of membership dues payments.

Click **PAY NOW** to start your dues payment.

Union/Dues Information
Union Dues Balance: \$0.00
<a href="#">Pay Now</a>

3) The **Choose Fees to Pay** screen allows you to select your payment options.

*NOTE: If you owe past dues, fees or credits, they will be listed here and automatically applied to your payment.*

Additional Union Dues: In addition to paying any past dues owed, you can also pay for additional quarters by selecting the number of quarters from the drop-down list.

**Example 1:** This member is suspended and currently owes two quarters to pay through 12/31/2018. They also chose to pay two additional quarter to pay through 6/30/2019.

The screenshot shows the 'Choose Fees To Pay' interface. It features a table with columns for 'Current Union Dues Owed', 'Quarters', 'Amount', and 'Paid Thru'. The 'Current Union Dues Owed' row shows 2 quarters for \$110.00, paid through 12/31/2018. Below this is a 'Subtotal' of \$110.00. The 'Additional Union Dues' section includes a dropdown menu set to 2 quarters, with a corresponding amount of 110.00 and a 'Paid Thru' date of 06/30/2019. There are also radio button options for 'Tempo 802 (Federal)', 'Tempo 802 (NY State)', and 'Musicians Emergency Relief Fund', each with options for \$0, \$20, \$35, \$50, \$100, and 'Other'. The 'Annie Walker Scholarship Fund' has a text input field with '0.00'. A 'Continue' button is located at the bottom left.

**Example 2:** This member is up-to-date and does not list any current dues owed. They are paying for the full year by choosing four additional quarters to pay through 12/31/2019.

*NOTE: The \$5.00 discount will automatically reflect on payment if you are paying for a full calendar year before January 31<sup>st</sup> of that year.*

The screenshot shows the 'Choose Fees To Pay' interface for Example 2. The 'Additional Union Dues' section has a dropdown menu set to 4 quarters, with an amount of 220.00 and a 'Paid Thru' date of 12/31/2019. A 'Discount' of \$-5.00 is shown. The 'Tempo 802 (Federal)' and 'Tempo 802 (NY State)' sections have radio buttons selected for 'Other' with amounts of 10.00. The 'Musicians Emergency Relief Fund' section has a radio button selected for \$50. The 'Annie Walker Scholarship Fund' has a text input field with '5.00'. A 'Continue' button is located at the bottom left, with a red arrow pointing to it.

Misc. Payments: With your payment, you also have the option of donating to Tempo 802, Musicians Emergency Relief Fund and/or the Anne Walker Scholarship Fund (as in example 2). If you select "Other" for the ERF, a text box will appear to enter an amount of your choosing.

- 4) When you are finished with your payment options, click Continue to review your payment items and total amount. Click the **PayPal** button to continue with the payment, or click **Back** to make any changes.

Name	Union Card		
	Quarters	Amount	Paid Thru
Additional Union Dues	4	\$220.00	12/31/2019
Discount		\$-5.00	
Tempo 802 (Federal)		\$10.00	
Tempo 802 (NY State)		\$10.00	
Musicians Emergency Relief Fund		\$50.00	
Annie Walker Scholarship Fund		\$5.00	
<b>Total Amount:</b>		<b>\$290.00</b>	

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- 1) Once on the PayPal screen, you will have the following options: 1) log into your existing PayPal account, or 2) make a one-time payment by entering your credit card information. You will always have the option to create a PayPal account at a later date.
- 5) After following the on-screen instructions to finalize the payment, you will be redirected back to your portal account.

***If you have any questions or concerns regarding your membership dues balance, please call (212) 245-4802 and ask for the Membership Dept, or e-mail [membership@local802afm.org](mailto:membership@local802afm.org). You can also use the Messaging utility on this portal to send your inquiry by choosing the message category "Membership – Dues."***