

USING THE “ADMIN MENU” SELECTION IN THE MY MEMBERSHIP RECORD ONLINE

Moose International (MI) has developed special access for Administrators, Recorders, and Moose Legion Secretaries within the “**My Membership Record Online**” area of the MI website. A **Fraternal Unit Passcode** was mailed to each fraternal unit and is needed to access this area of **My Membership Record Online**. If you do not have a **Fraternal Unit Passcode** contact the MI Call Center at 888-906-3658.

To access the **Admin Menu** you must have access to a computer that has access to the Internet.

The first step is to open an Internet browser on the computer. This is accomplished by selecting the Internet browser icon on the computer desktop.



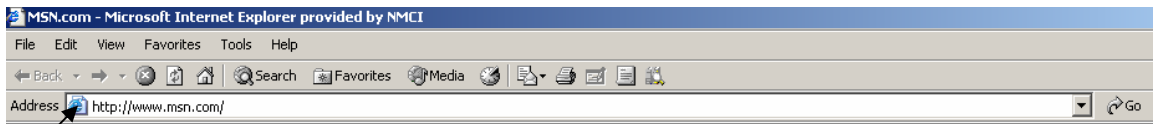
Internet Explorer and



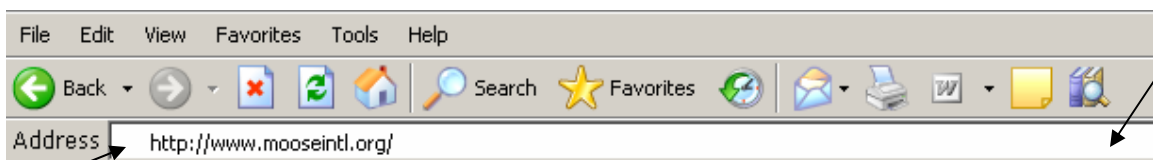
Netscape Navigator are examples of

common Internet browsers.

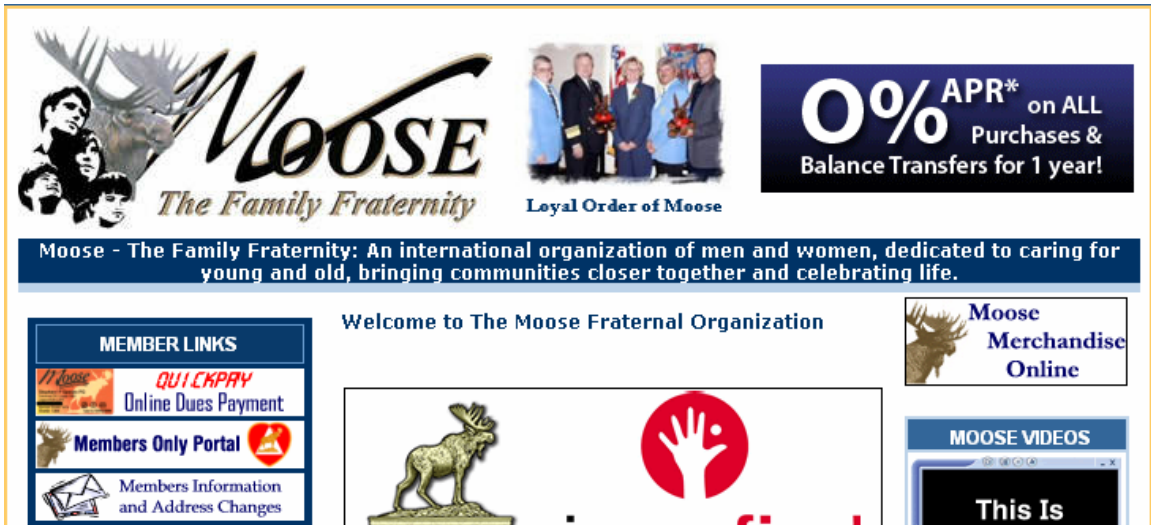
Double click on the icon to open the browser.



The browser will open to a default page. In this case it is www.msn.com. This information is shown in the “**Address**” bar of the Internet Browser. If this bar is missing it can be added by right clicking in the toolbars as shown in the picture below and selecting the **Address Bar** from the drop down list.



Next it will be necessary to enter the “**Address**” for the MI website. This is accomplished by entering www.mooseintl.org into the Address bar. This will take you to the MI Home Page.



To access the **Admin Menu** you must log into the **Members Information and Address Changes** area of the website. This is done by clicking on the Link for the **Members Information and Address Changes** as shown below.



The **My Membership Record Online** login screen will appear.

Notice that there are two sections in the screen. The right hand side is for those that have not registered their MID or have never logged into **My Membership Record Online**. If you have not registered your Moose ID you will need to follow the procedure entitled **“PAYING DUES ONLINE”** that is on the CNMA website to gain access. You can also try following the screen prompts which walk you through the registration process.

MOOSE THE FAMILY FRATERNITY
International, inc.

My Membership Record Online

New Users

As a first time user, you will need to set up a user profile before you can view or update your membership information online. This is a one time process.

Read all areas of the screen carefully for instructions on how to proceed.

Note: To pay dues only, please click on the 'Pay Your Dues Online' link from the Moose International home page.

[Register Your Moose ID](#)

Returning Users

User ID [Forgot Your User ID?](#)

Password [Forgot Your Password?](#)

- Please enter your User ID and Password that you have created in the Manage Account screen of 'My Membership Record Online'
- If your User Id is your Moose ID... Do NOT include leading zeros when entering your Moose ID.
- If you have forgotten your Password, enter your User ID and click the 'Forgot Your Password?' link.

Next login by entering your “**User ID**” and “**Password**” and clicking the button.

This will take you to the My Memberships screen.

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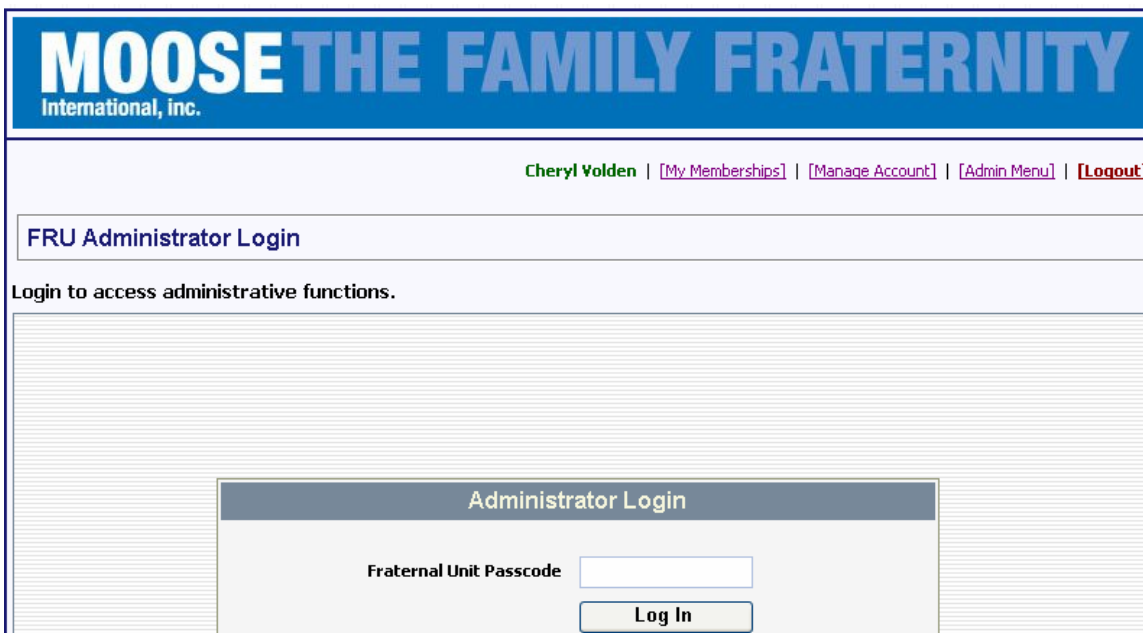
[Cheryl Volden](#) | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

My Memberships

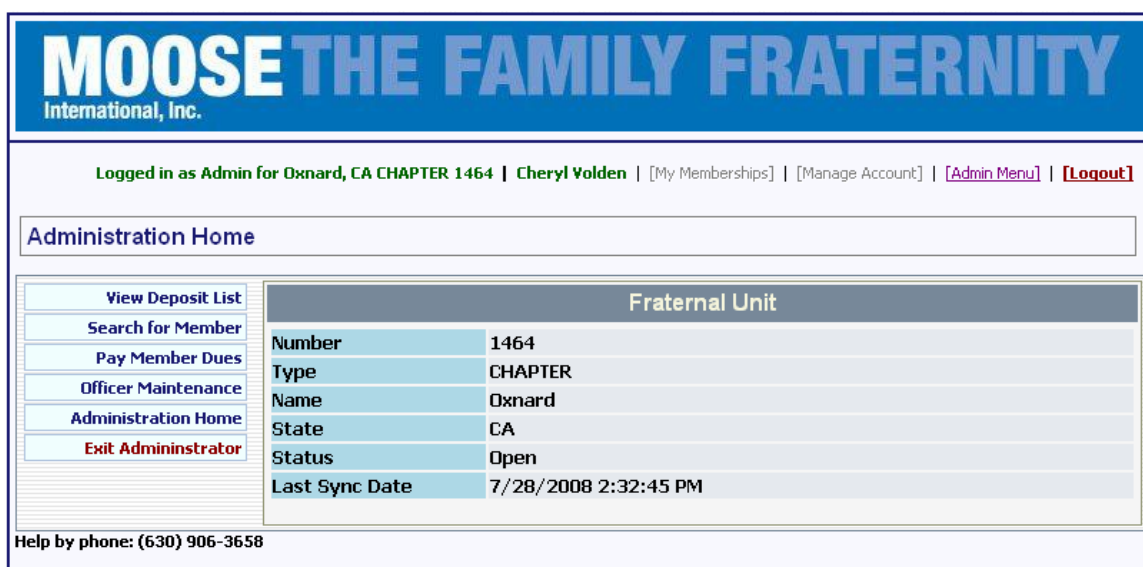
Notice that there are 4 different selections at the top of the screen. When **My Memberships** is selected all the memberships for the member who has logged in will be displayed. When **Manage Account** is selected it will allow the member to make changes to their User ID, login and email address should they desire to update this information.

The **Admin Menu** is exclusively for Administrators, Recorders and Moose Legion Secretaries and is password protected with a Fraternal Unit Passcode. If you did not receive a passcode contact the MI Call Center.

When **Admin Menu** is selected the following Administrator Login will appear.



Enter the Fraternal Unit Passcode and click .



The **Administration Home** screen will appear. Information provided on the Administration Home page are the fraternal unit “**Number**”, “**Type**”, “**Name**”, “**State**”, “**Status**” and “**Last Sync Date**” which tells us the last date that this fraternal unit synchronized with MI through transmission using LCL.

There are five areas contained within this Administrator area of the **My Membership Record Online**. We will examine them individually.

When “**View Deposit List**” is selected from the left hand portion of the screen the “**View Deposit List**” screen will appear. A complete deposit list is displayed showing each

deposit that has been made into the fraternal unit's account using the Centralized Dues Deposit process since the Centralized Dues process was implemented.

View Deposit List						
View Deposit List	Deposit List					
Search for Member						
Pay Member Dues	Click to Select	Payout ID	Charge Type	Amount	Paid Date	Void Date
Officer Maintenance	Click to Select	437685	Membership Dues	\$24.00	7/28/2008	
Administration Home	Click to Select	435107	Membership Dues	\$8.00	7/21/2008	
Exit Administrator	Click to Select	432119	Membership Dues	\$32.00	7/14/2008	
Printer Friendly Version	Click to Select	429323	Membership Dues	\$8.00	7/7/2008	
	Click to Select	426628	Membership Dues	\$8.00	6/30/2008	
	Click to Select	423774	Membership Dues	\$8.00	6/23/2008	
	Click to Select	420721	Membership Dues	\$24.00	6/16/2008	
	Click to Select	417628	Membership Dues	\$32.00	6/9/2008	
	Click to Select	414662	Membership Dues	\$64.00	6/2/2008	

Multiple pages can be viewed by clicking [Next>](#) at the bottom of the screen.

To view an individual deposit and the members whose dues were included in that deposit click on the [Click to Select](#) button next to the desired list.

The following information will be displayed for the selected deposit.

View Deposit List		Deposit Information			
Search for Member		Payout ID	435107		
Pay Member Dues		Charge Type	Membership Dues		
Officer Maintenance		Payee	Oxnard		
Administration Home		Amount	\$8.00		
Exit Administrator		Paid Date	07/21/2008		
Printer Friendly Version		Void Date			
		Deposit Details			
		Bill To	Member ID	Charge	Amount
			8741875	Dues 07/01/2008 Through 06/30/2009	\$8.00

This is a valuable tool for fraternal units who lose deposit reports when they resynchronize their LCL database, but it also provides ready access from any location to information on deposits made to a fraternal unit.

The [Back](#) button should be used to go back to the View Deposit List screen.

When [Search for Member](#) is selected from the left hand portion of the screen the “**Search for Member**” screen will appear.

Search for Member

View Deposit List Search for Member Pay Member Dues Officer Maintenance Administration Home Exit Administrator	<p align="center">Member Search</p> <p> <input type="button" value="Member ID Search"/> <input type="button" value="Member Name Search"/> </p> <p> First Name: <input type="text"/> Last Name: <input type="text"/> Status: <input type="text" value="Any Status"/> </p> <p align="center"><input type="button" value="Submit Search"/></p>
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Notice that you can search by **Member ID** or by **Member Name**. The screen default is **Member Name Search**.

Using the **Member Name Search** selection allows searches by First Name, Last Name, or by Status.

<input type="button" value="Member ID Search"/>	<input type="button" value="Member Name Search"/>
First Name:	<input type="text"/>
Last Name:	<input type="text" value="Martinez"/>
Status:	<input type="text" value="Any Status"/>

Status:	Any Status
	<input type="button" value="Subr"/> <ul style="list-style-type: none"> Any Status Applicant Deceased Duplicate Member Non-Member Expelled

The Status selections are . These can be used to limit the search. With the information I entered above here is the information that would be displayed in the search results.

	Member ID	FRU Type	Name	Address	Status
Click to Select	11323495	CHAPTER	Martinez, Ana	531 W YUCCA ST	Member
Click to Select	13187217	CHAPTER	Martinez, Claudia	217 E STROUBE ST	Member
Click to Select	15651877	CHAPTER	Martinez, Irene	211 W SHARON LN	Member
Click to Select	15973351	CHAPTER	Martinez, Nancy	1653 TIESA LANE	Member
Click to Select	17565682	CHAPTER	Martinez, Deanna	437 VILLAGE RD	Member
Click to Select	17827220	CHAPTER	Martinez, Georgina	211 W SHARON LN	Member
Click to Select	17827221	CHAPTER	Martinez, Georgina	2212 PAJARO ST	Member

In viewing the above list it is NOT known if these individuals are current ACTIVE members of this chapter. To find out if they are you must view each individual record by

selecting the [Click to Select](#) button and viewing the **Membership Status** [Terminated](#) of the individual selected. LCL will allow for better selection of individuals within their status'.

To search by Member ID simply enter the Member ID of the member you wish to search for. **NOTE:** This is only going to retrieve members who are within the fraternal unit that you are logged in under, in other words I can only retrieve members of Chapter 1464 since I logged in under the 1464 passcode.

Enter the Member ID in the Member ID field **Member ID:** and then click [Submit Search](#) to execute the search. **NOTE:** It is not necessary to enter any leading zeros.

Member ID Search
Member Name Search

Member ID:

[Submit Search](#)

	Member ID	FRU Type	Name	Address	Status
Click to Select	12810666	CHAPTER	Volden, Cheryl D.	4121 S B ST	Member
Click to Select	12810666	CHAPTER	Volden, Cheryl D.	4121 S B ST	Member

NOTE: If an individual has multiple memberships they will display with multiple lines as shown in the example above.

	Member ID	FRU Type	Name	Address	Status
Click to Select	10416552	LEGION	Volden, Peter A.	4121 S B ST	Member
Click to Select	10416552	LODGE	Volden, Peter A.	4121 S B ST	Member

For a Lodge member both the Lodge and Legion records will be displayed indicating the status of each membership. **NOTE:** This status does NOT tell you if they are a current ACTIVE member!


Use the [Click to Select](#) button to click on the individual record that you wish to view. Information displayed includes Fraternal Unit Membership Information, Name, Membership, Primary Address, Secondary Address, Contact, Dates (i.e., Birth Date, Enroll Date, Dues Expiration Date, Degree Dates, and Last Changed Date), Life Member, Sponsor, and Sponsor History.


NOTE: The Administrator area will **NOT** allow you to make any changes to the data it is in display mode only. Changes will need to be initiated using the fraternal unit LCL computer database and through transmission to MI.

While LCL does not currently allow Administrators, Recorders, and Moose Legion Secretaries to view sponsor credits, access through the “**Admin Menu**” will allow them to see the Sponsor History on an individual member as shown below.

Sponsor History	
Current Campaign	7
Past Campaign	21
Lifetime	63

This information is also available to the individual members when they log into the **My Membership Record Online** area of the MI website.

To exit the individual record you are viewing scroll to the bottom of the page and select the  button.

When the  button is selected from the left hand portion of the screen the “**Pay Member Dues**” screen will appear.

Pay Member Dues																																											
Please select a maximum of 15 coupons per payment. Double Click a row in the list to see member information.																																											
<ul style="list-style-type: none"> View Deposit List Search for Member Pay Member Dues Officer Maintenance Administration Home Exit Administrator Printer Friendly Version 	<table border="1"> <thead> <tr> <th colspan="7">Members Who Owe Dues</th> </tr> <tr> <th></th> <th>Moose ID</th> <th>Name</th> <th>Dues Exp</th> <th>Dues Amount</th> <th>Address</th> <th>City</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>09/30/2008</td> <td>\$20.00</td> <td>4605 TERRACE AVE</td> <td>OXNARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>09/30/2008</td> <td>\$20.00</td> <td>2020 VERACRUZ LN UNIT 13</td> <td>OXNARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/31/2006</td> <td>\$20.00</td> <td>11155 CITRUS DR APT 70</td> <td>VENTURA</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/31/2008</td> <td>\$20.00</td> <td>2051 INDIANA DR</td> <td>OXNARD</td> </tr> </tbody> </table>	Members Who Owe Dues								Moose ID	Name	Dues Exp	Dues Amount	Address	City	<input type="checkbox"/>			09/30/2008	\$20.00	4605 TERRACE AVE	OXNARD	<input type="checkbox"/>			09/30/2008	\$20.00	2020 VERACRUZ LN UNIT 13	OXNARD	<input type="checkbox"/>			03/31/2006	\$20.00	11155 CITRUS DR APT 70	VENTURA	<input type="checkbox"/>			03/31/2008	\$20.00	2051 INDIANA DR	OXNARD
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This screen will display a complete list of all members who are either **EXPIRED** (their dues are past due but are not more than twelve months past due), and members whose dues are going to be expiring within 75 days.

This area of the **My Membership Record Online** allows an Administrator, Recorder, or Moose Legion Secretary to pay multiple members dues with a single transaction. Notice the message at the top of the screen tells us that up to 15 coupons can be selected in a single transaction. This is a wonderful tool for a fraternal unit that has a credit card as members can pay their dues to the fraternal unit and the charges posted and paid through the credit card. This eliminates the need for sending fraternal unit checks to the Dues Processing Center.

This new functionality also allows a fraternal unit to help a member pay their dues on line using their own credit card. **NOTE:** The QuickPay process will also allow a member to use the fraternal unit computer to pay their dues on line using their own credit card.

To pay member dues simply click in the box next to the line item

<input checked="" type="checkbox"/>		09/30/2008	\$20.00	1504 N 6TH ST	PORT HUENEME
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and select **Add Selected Coupons to Shopping Cart**.

Notice that the selected items are moved to a “Shopping Cart”. Additional line items can be selected and added to the Shopping Cart.

Shopping Cart

View Deposit List	Shopping Cart Items								
Search for Member	When you are finished adding dues, click the "Proceed To Checkout" button to enter your credit card information to pay for the dues that you have selected.								
Pay Member Dues	<table border="1"><thead><tr><th></th><th>Item</th><th>Amount</th></tr></thead><tbody><tr><td>View</td><td>Remove CHAPTER 1464 Oxnard Dues</td><td>\$20.00</td></tr></tbody></table>				Item	Amount	View	Remove CHAPTER 1464 Oxnard Dues	\$20.00
	Item	Amount							
View	Remove CHAPTER 1464 Oxnard Dues	\$20.00							
Officer Maintenance	1 Item Total: \$20.00								
Administration Home	Add More Dues Remove All Items from Cart Proceed To Checkout								
Exit Administrator									
Shopping Cart									

If an item is added in error the “**Remove**” selection may be made to remove a single line item from the Shopping Cart. The “**Remove All Items from Cart**” when selected will remove all items in the Cart. The “**Add More Dues**” button can be used to go back to the list of **Members Who Owe Dues** and make additional selections to add to the shopping cart.

When you are finished adding items to the Shopping Cart you can click the “**Proceed to Checkout**” button.

Payment Information	
View Deposit List	<p>Please verify that the Credit Card Billing Address you enter below is the same as the information listed on your credit card bill. If the information is not correct, please change it now. This will not affect your mailing address, as it will only be used to verify the charge.</p> <p>NOTE: Bold fields indicate that information must be entered.</p>
Search for Member	
Pay Member Dues	
Officer Maintenance	
Administration Home	
Exit Administrator	
Shopping Cart	
Credit Card Billing Information	
Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	United States
Email	cheryl.volden@verizon.net
Billing confirmation will be sent to this email address.	

The following “**Payment Information**” screen will appear asking you for the Credit Card Billing Information. It is important to fill this out with the information relative to the credit card that is being used.

Credit Card Billing Information	
Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	United States
Email	cheryl.volden@verizon.net
Billing confirmation will be sent to this email address.	

Credit Card Information	
Card Type	Visa <input type="text"/>
Credit Card Number	<input type="text"/>
Expiration Date (MM/YY)	<input type="text"/> / <input type="text"/>

Notice that it states that a billing confirmation will be sent to the email address listed which is based on the email address of the individual who logged in. Since I am Recorder for Chapter 1464 and I logged in under my **User Id** and **Password** it displays my email address and not the email address of my fraternal unit which is

(chapter1464@mooseunits.org). When using the **Admin Menu** portion of the **My Membership Record Online** it will be important to remember that these confirmations are going to be sent to this address and it would be a good idea to forward them to the fraternal unit email address for retention and audit purposes. There will also be an opportunity to print a confirmation upon completion of the transaction. Administrators, Recorders and Moose Legion Secretaries may wish to change their email to the fraternal unit email while they are in office.

The bottom portion of the screen is for entering the Credit Card Information. After entering the required information you have the option to use the “**Clear Fields**” button to clear the screen, to click the “**Cancel Payment**” button to cancel the payment of the selected items in the shopping cart or click “**Continue**” to advance to the “**Confirm Order**” page. I selected the “**Continue**” button. The following screen is displayed.

Confirm Order

<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">View Deposit List <li style="background-color: #e0e0e0; padding: 2px;">Search for Member <li style="background-color: #e0e0e0; padding: 2px;">Pay Member Dues <li style="background-color: #e0e0e0; padding: 2px;">Administration Home <li style="background-color: #e0e0e0; padding: 2px; color: red;">Logout Administrator <li style="background-color: #e0e0e0; padding: 2px;">Shopping Cart 	<p style="text-align: center; color: red; font-weight: bold; margin: 0;">CONFIRM BEFORE CHECKOUT</p> <p style="text-align: center; font-size: small; margin: 0;">Please confirm that the following information is correct. If there is an error with the address or payment information displayed, please correct it now by clicking the Update Credit Card button.</p> <div style="background-color: #4f81bd; color: white; padding: 2px; text-align: center; font-weight: bold; margin-bottom: 5px;">Credit Card Billing Address</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td style="background-color: #e0e0e0;">Name</td><td>Cheryl D Volden</td></tr> <tr><td style="background-color: #e0e0e0;">Address 1</td><td>4121 S B St</td></tr> <tr><td style="background-color: #e0e0e0;">Address 2</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">City</td><td>Oxnard</td></tr> <tr><td style="background-color: #e0e0e0;">State</td><td>CA</td></tr> <tr><td style="background-color: #e0e0e0;">Zip Code</td><td>93033</td></tr> <tr><td style="background-color: #e0e0e0;">Country</td><td>US</td></tr> </table> <div style="background-color: #4f81bd; color: white; padding: 2px; text-align: center; font-weight: bold; margin-bottom: 5px;">Credit Card Information</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td style="background-color: #e0e0e0;">Card Type</td><td>Visa</td></tr> <tr><td style="background-color: #e0e0e0;">Credit Card Number</td><td>XXXX-XXXX-XXXX-3001</td></tr> <tr><td style="background-color: #e0e0e0;">Expiration Date (mm/yy)</td><td>02/08</td></tr> </table> <div style="background-color: #4f81bd; color: white; padding: 2px; text-align: center; font-weight: bold; margin-bottom: 5px;">Shopping Cart Items</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 70%;">Item</th> <th style="width: 15%;">Dues Exp</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>CHAPTER 1464 Oxnard Dues - Cheryl D Volden</td> <td>3/31/2007</td> <td>\$20.00</td> </tr> <tr style="background-color: #e0e0e0;"> <td colspan="2"></td> <td style="text-align: right; font-weight: bold;">1 Item Total: \$20.00</td> </tr> </tbody> </table>	Name	Cheryl D Volden	Address 1	4121 S B St	Address 2		City	Oxnard	State	CA	Zip Code	93033	Country	US	Card Type	Visa	Credit Card Number	XXXX-XXXX-XXXX-3001	Expiration Date (mm/yy)	02/08	Item	Dues Exp	Amount	CHAPTER 1464 Oxnard Dues - Cheryl D Volden	3/31/2007	\$20.00			1 Item Total: \$20.00
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Cancel Payment	Update Credit Card	Edit Shopping Cart	Submit Payment
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Here you have one final opportunity to review the items selected for payment, review the credit card billing address and credit card information or to cancel the transaction. If you wish to cancel the payment select the “**Cancel Payment**” button. If you discover that there is an error in the credit card information you can click the “**Update Credit Card**” button to go back and update it with the proper information. If you select the “**Edit Shopping Cart**” button you will have another opportunity to add or remove items from the Shopping Cart. If you select “**Submit Payment**” the transaction will be confirmed and a confirmation number will be provided along with the opportunity to print a receipt of the transaction.

Moose Transaction Successful

Confirmation Number: 60002

View Deposit List	<p align="center">Online Receipt</p> <p><i>Your online renewal is now complete. Thank you for renewing your membership.</i></p> <p><i>PLEASE PRINT THIS RECEIPT FOR YOUR RECORDS</i></p> <p align="center">Credit Card Billing Address</p> <table border="1"> <tr><td>Name</td><td>Cheryl D Volden</td></tr> <tr><td>Address 1</td><td>4121 S B St</td></tr> <tr><td>Address 2</td><td></td></tr> <tr><td>City</td><td>Oxnard</td></tr> <tr><td>State</td><td>CA</td></tr> <tr><td>Zip Code</td><td>93033</td></tr> <tr><td>Country</td><td>US</td></tr> </table> <p align="center">Credit Card Information</p> <table border="1"> <tr><td>Card Type</td><td>Visa</td></tr> <tr><td>Credit Card Number</td><td>XXXX-XXXX-XXXX-3001</td></tr> <tr><td>Expiration Date (mm/yy)</td><td>02/08</td></tr> </table> <p align="center">Shopping Cart Items</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Dues Exp</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>CHAPTER 1464 Oxnard Dues - Cheryl D Volden</td> <td>3/31/2007</td> <td>\$20.00</td> </tr> <tr> <td align="right" colspan="2">1 Item Total:</td> <td>\$20.00</td> </tr> </tbody> </table>	Name	Cheryl D Volden	Address 1	4121 S B St	Address 2		City	Oxnard	State	CA	Zip Code	93033	Country	US	Card Type	Visa	Credit Card Number	XXXX-XXXX-XXXX-3001	Expiration Date (mm/yy)	02/08	Item	Dues Exp	Amount	CHAPTER 1464 Oxnard Dues - Cheryl D Volden	3/31/2007	\$20.00	1 Item Total:		\$20.00
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[Back To Admin Home](#)
[Print Receipt](#)

You can use the **“Print Receipt”** button or you can click the printer icon in your browser to print the receipt. When the **“Print Receipt”** button is selected the receipt is displayed as shown below:



If you select the “**Back to Admin Home**” button it will take you back into the Administration Home page.

To Logout of the Administration area of the **My Membership Record Online** you can select the **Exit Administrator** button which will take you back into your individual member record or you can select the **Logout** button at the top of the screen to logout and go back to the **My Membership Record Online** login page.

There is an option in the upper right hand corner of the logout screen to **Return To Moose International** if you want to go back to the Moose International Home Page.