

HOW TO PAY YOUR MEMBERSHIP DUES ON LINE

To pay your membership dues “on-line” 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.

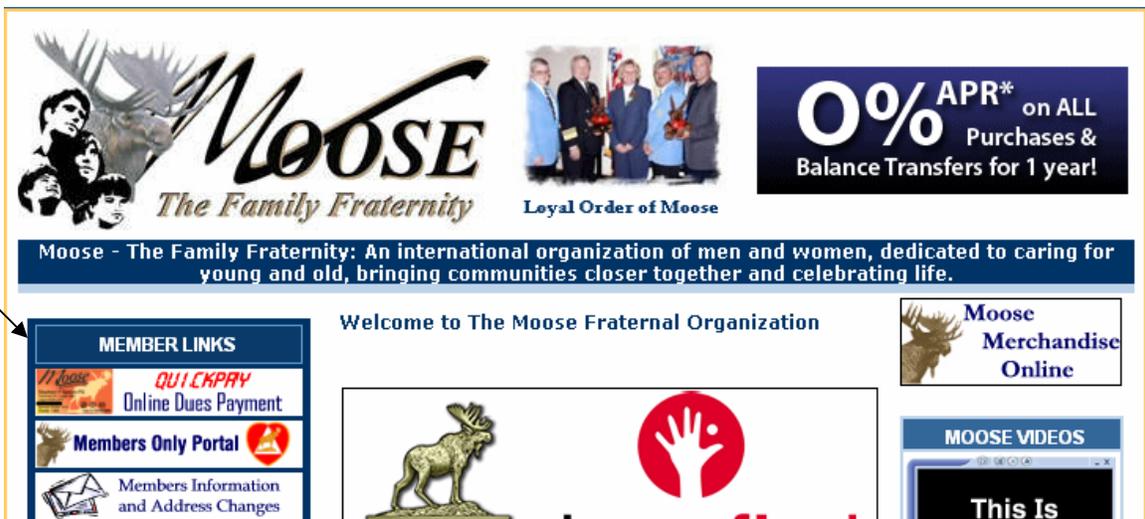


The browser will open to a default page. In this case it is www.msn.com. This information is shown in the “Address” bar of the Internet Browser. If this bar is missing it can be added by right clicking in the toolbars as shown in the picture below and selecting the **Address Bar** from the drop down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



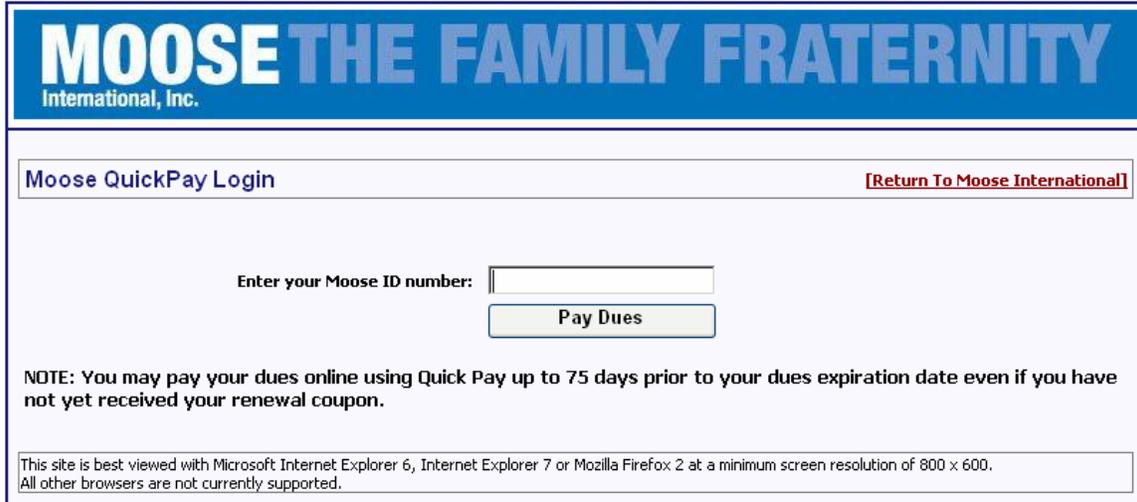
Next it will be necessary to enter the “Address” for the Moose International (MI) website. This is accomplished by entering www.mooseintl.org.

This will take you to the website where you will be able to pay your dues.



A member has the option of paying their dues through the “**Member Information and Address Changes**” selection or the “**QuickPay Online Dues Payment**” selection. The easiest way is the “**QuickPay**” selection since all that is needed is the Member Identification Number (MID) and a credit card.

Select the “**QuickPay**” selection and the following screen will appear.



MOOSE THE FAMILY FRATERNITY
International, Inc.

Moose QuickPay Login [\[Return To Moose International\]](#)

Enter your Moose ID number:

Pay Dues

NOTE: You may pay your dues online using Quick Pay up to 75 days prior to your dues expiration date even if you have not yet received your renewal coupon.

This site is best viewed with Microsoft Internet Explorer 6, Internet Explorer 7 or Mozilla Firefox 2 at a minimum screen resolution of 800 x 600. All other browsers are not currently supported.

Enter the **Moose ID number** and click the “**Pay Dues**” button.

The individual record will open for the member selected.

MOOSE THE FAMILY FRATERNITY

International, Inc.

Moose QuickPay Renewal Information

Please confirm that this is the renewal you wish to pay.

Renewal Information	
Member ID	123456789
Member Name	Ann Smith
Coupon #	0000000000000081793317
Expiration Date	06/30/2008
1st Fraternal Unit	CHAPTER Oxnard
	1st Fraternal Unit Dues Amount: \$20.00
2nd Fraternal Unit	None
	2nd Fraternal Unit Dues Amount: \$0.00
	Total Amount: \$20.00

Credit Card Billing Information	
Name	Ann Smith
Address 1	7154 GATESHEAD WAY
Address 2	
City	WEST HILLS
State	California
Zip Code	91307
Country	United States

Credit Card Information	
Card Type	Visa
Credit Card Number (only numbers)	
Expiration Date (MM/YY)	

Clear Fields

Cancel Payment

Continue

This will take you to the “**Moose QuickPay Renewal Information**” screen.

The Credit Card Billing Information will need to be populated with the information relative to the owner of the credit card being used to complete the online payment of dues. For example I could use my personal credit card to pay dues for a member who gave me their dues payment because they do not have a computer to pay their dues. If the fraternal unit has a credit card this method could also be used to charge the dues to the fraternal unit credit card after receipt of the applicable dues from the member.

The Credit Card Information portion of the screen is where all necessary information regarding the credit card is entered.

After completing all portions of the screen click the  button.

Next a confirmation page will appear allowing the user to confirm the information previously entered. If incorrect information is found the  button can be selected to cancel the transaction and start over or the  button can be selected to make a correction in the Credit Card Information.

If all the information entered is correct the  button can be selected and the transaction will be confirmed.



The selections at the bottom of the page allow the user to print a receipt or exit without printing a receipt.

No confirmation email will be sent. Please print your receipt for your records.



A user can select the printer icon from within their browser to print a receipt that looks just like the page they are viewing or they can select the Print Receipt to print a different version of the payment confirmation.

The **My Membership Record Online** portion of the website was created to allow a member to view their information and make any necessary changes to their membership record. In order to access this portion of the website the  [Members Information and Address Changes](#) selection must be made on the MI Home Page.

The following screen will appear. It is important to read the information contained on this page. First time users should follow the instructions on the left hand side of the page and returning users should use the right hand side of the page to log into the site.

My Membership Record Online [\[Return To Moose International\]](#)

New Users	Returning Users
<p>As a first time user, you will need to set up a user profile before you can pay your dues online. This is a one time process.</p> <p>Read all areas of the screen carefully for instructions on how to proceed.</p> <p>Register Your Moose ID</p>	<p>User ID <input type="text"/> Forgot Your User ID?</p> <p>Password <input type="password"/> Forgot Your Password?</p> <p><input type="button" value="Sign In"/></p> <ul style="list-style-type: none">• 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.• If you have forgotten your User ID, enter your Moose ID Number in the User ID box and click the 'Forgot Your Password?' link.

New Users to this portion of the website need to follow the instructions in order to access their member information for the first time. Select the [Register Your Moose ID](#) button to begin the process of accessing your membership record.

My Membership Record Online

Enter Moose ID

1. Enter Moose I.D. 2. Set Email 3. Verify Email 4. Set Password

Moose ID:

Last Name:

FRU Type:

FRU Number:

- Your User ID is your MOOSE I.D. Number. Do NOT include any leading zeroes.
- Your Password is your last name as spelled on your membership card or dues renewal notice.

It is important to read the instructions carefully in order to ensure that logging in is successful.

Notice that there are steps identified at the top of the screen, the first step is to “**Enter Moose I.D.**”

Enter the requested information and click the “**Continue**”.

My Membership Record Online

Set Email Address

1. Enter Moose I.D. **2. Set Email** **3. Verify Email** **4. Set Password**

Current Email Address:

New Email Address:

Retype New Email Address:

The second step is to “**Set Email**”. This is where you will identify what email address you want on file with MI. This will also update the email address in the fraternal unit LCL database through the “**Daily Transmit**” performed by the Administrator, Recorder or Secretary of your fraternal unit.

Populate the email information and click the “**Continue**” button.

The following dialog box will appear telling you that a message has been sent to the email address identified in the “**Set Email Address**” step above.

My Membership Record Online

Verify Email Address

1. Enter Moose I.D. **2. Set Email** **3. Verify Email** **4. Set Password**

To Activate Your Account:

- Close this Internet browser.
- Open the email account at the address chapter1464@mooseunits.org.
- Look for a message with the subject: "My Membership Record Online Email Confirmation."
- Click on the link in the email message to continue the activation process.

If you wish to correct or change your email address again,
please click on the link below.

[Change Email Again](#)

NOTE: If you realize in reviewing this message that you entered an incorrect email or if an email is not received at the identified email address it can be changed by clicking the “**Change Email Again**” selection.

You must now access the email account you identified in the proceeding step and find the email sent from the **My Membership Record Online** system.

The following **example** is provided.

Please log in to SmarterMail...

Full email address (ex. user@example.com)

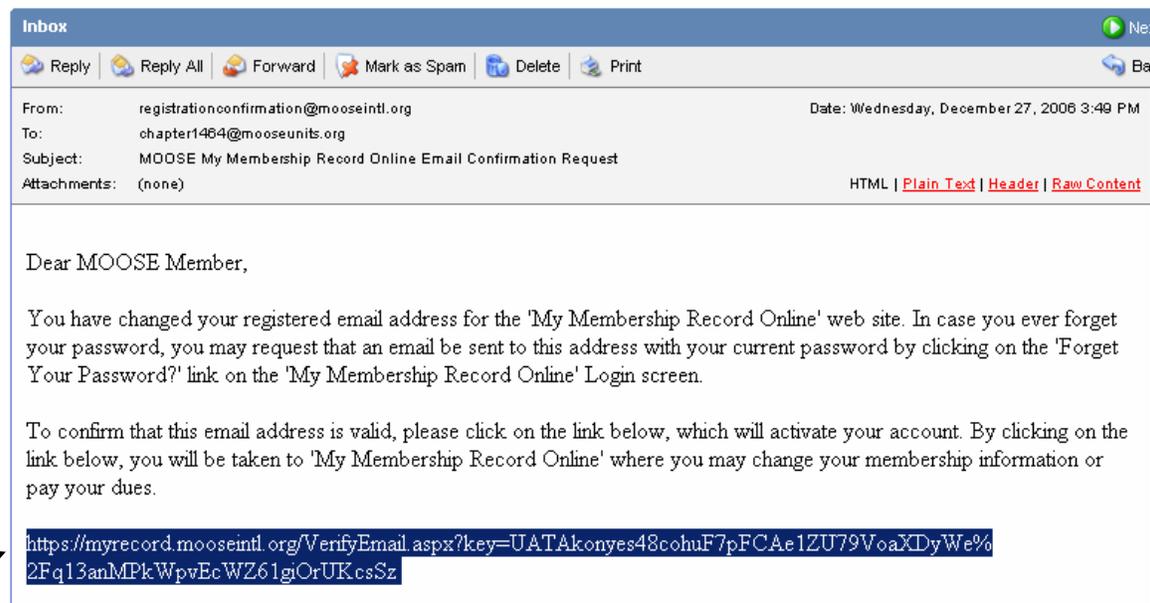
Password

Language
 ▼

Remember me

 Login  Help

Click on the email message to retrieve the required address for accessing and completing the registration process.



Some email accounts may allow you to click the link to quickly go to the “**Address**” provided. Others may require that you “**copy**” the address and place it into the “**Address Bar**” of the Internet Browser.

To copy the information contained in the email highlight it by clicking with your mouse at the beginning of the “**address**” and then scrolling over the top to capture the entire “**address**”.

<https://myrecord.mooseintl.org/VerifyEmail.aspx?key=aC4WMrPyEIJZk8w4QMpax6FIZRQ537q2eG1SmcZluzjxBqNl3dHvEXc5of3H0nsd>

Next right click with your mouse and select “**Copy**” to copy the address.



Next go to the top of the browser and right click again in the “**Address Bar**” to select “**Paste**” to paste the address into the “**Address**” bar.



Notice that the “**Address**” has been copied into the “**Address**” bar.



Click “**Go**” or hit the Enter key on your keyboard. This completes step “**3. Verify Email**”

The final step is to “**Set Password**”. This is done by following the specific instructions provided on the screen regarding establishment of a password.

A screenshot of a web page titled "My Membership Record Online". The main heading is "Set Password". Below the heading, there are four steps: 1. Enter Moose I.D., 2. Set Email, 3. Verify Email, and 4. Set Password. The "Set Password" step is currently active. The page contains two input fields: "New Password:" and "Retype New Password:". Below these fields is a "Finish" button. At the bottom, there are two bullet points: "• Password must have between 6 and 20 characters, inclusive." and "• Password must have at least one letter and one number." A mouse cursor is pointing at the second bullet point.

Enter your desired password and then retype it to verify it and click “**Finish**”.

Your “on-line” account has now been activated and your member information should now be displayed on the screen.

Mary Smith | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

My Memberships

Member ID: 12345678 Member Name: Smith, Mary

Memberships				
FRU Type	FRU Number	FRU Name	Status	
CHAPTER	918	Ventura	Active	Select
CHAPTER	1464	Oxnard	Active	Select

Help by phone: (630) 906-3658

NOTE: If you have multiple memberships they should all display in the My Memberships screen (assuming that your multiple memberships are against the same MID number—if they are not call a Moose Technical Trainer or the MI Call Center for assistance).

Click the “**Select**” button to select the membership line item you wish to pay. There may be multiple lines (i.e., lodge, legion, dual memberships). These individual line items must be selected individually but will be placed in a shopping cart for retrieval.

When you make the selection you will be taken to the “My ?? Membership” where “??” represents the type of fraternal unit. In this example it is a Chapter membership.

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

My Chapter Membership

Chapter Member Information

Member ID: 12345678
 FRU Number: 1464
 FRU Name: Oxnard

Current Dues:

 Dues have been paid through 03/31/2007.

Name		Membership	
First Name	Cheryl	Membership Status	Active
Middle Name	D	Individual Status	Member
Last Name	Volden	No Mail	<input type="checkbox"/>
Suffix		Do Not Solicit	<input type="checkbox"/>
		Moosehaven Resident	No

This screen can be used to update the information on the member or to pay the membership dues of the member assuming that the “**Pay Dues**” button is available. If the member’s dues are due in 75 days or less or if they are past due (the member is currently showing as EXPIRED) then the “**Pay Dues**” button should be displayed in the record.

My Chapter Membership	
Chapter Member Information	
Member ID <input type="text" value="12345678"/> FRU Number <input type="text" value="1464"/> FRU Name <input type="text" value="Oxnard"/>	
Name First Name <input type="text" value="Mary"/> Middle Name <input type="text"/> Last Name <input type="text" value="Smith"/> Suffix <input type="text"/>	Membership Membership Status <input type="text" value="Expired"/> Individual Status <input type="text" value="Member"/> No Mail <input type="checkbox"/> Do Not Solicit <input type="checkbox"/> Moosehaven Resident <input type="text" value="No"/>
Primary Address Address 1 <input type="text" value="1640 TEHAMA ST"/> Address 2 <input type="text"/> City <input type="text" value="OXNARD"/> State/Prov <input type="text" value="California"/> Zip code <input type="text" value="93035"/> Country <input type="text" value="United States"/> Active <input checked="" type="checkbox"/>	Secondary Address Address 1 <input type="text"/> Address 2 <input type="text"/> City <input type="text"/> State/Prov <input type="text"/> Zip code <input type="text"/> Country <input type="text"/> Active <input type="checkbox"/>
Contact Home Phone <input type="text" value="(805) 815-0450"/> Work Phone <input type="text"/> Work Ext. <input type="text"/> Fax <input type="text"/> Email <input type="text" value="chapter1464@mooseunits.org"/>	Dates Birthdate <input type="text" value="2/14/1962"/> Enrollment <input type="text" value="10/10/2002"/> Dues Expiration <input type="text" value="09/30/2006"/> AOF <input type="text"/> Past Regent <input type="text"/> College <input type="text"/> Star Recorder <input type="text"/> Status Changed <input type="text" value="10/03/2006"/> Last Changed <input type="text" value="12/23/2005"/>
Life Member Life Member Date <input type="text"/> Life Member Type <input type="text"/>	
Sponsor Sponsor Name <input type="text" value="Martha Smith"/> WID <input type="text" value="12345678"/> CHAPTER Number <input type="text" value="1464 Oxnard, CA"/>	Sponsor History Current Campaign <input type="text" value="0"/> Past Campaign <input type="text" value="0"/> Lifetime <input type="text" value="0"/>
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

Click the “**Edit**” button to make changes to the member’s record. If the field remains grayed out it cannot be modified. When you have completed the changes you can click the “**Save**” button to save the changes.



To pay dues click the button. The Confirm Member Renewal screen should appear.

Confirm Member Renewal

Please confirm that the renewal you have selected is the renewal you wish to pay.

Confirm Renewal	
Renewal Information	
Member ID	12345678
Coupon #	000000000000000057307829
Expiration Date	09/30/2006
1st Fraternal Unit	CHAPTER 1464 Oxnard
	1st Fraternal Unit Dues Amount: 20.00
2nd Fraternal Unit	None
	2nd Fraternal Unit Dues Amount: \$0.00
	Total Amount: 20.00

Renewal Mailing Address	
Name	Mary Smith
Address 1	1640 TEHAMA ST
Address 2	
City	OXNARD
State	CA
Zip Code	93035
Country	USA
Email	chapter1464@mooseunits.org

Cancel Submit Payment

If the information displayed is correct and you wish to continue click the “**Submit Payment**” button. If not you can cancel the transaction by clicking the “**Cancel**” button.

You will be taken to the “**Shopping Cart**” screen.

Shopping Cart

Shopping Cart Items	
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.	
View	Remove
Item	Amount
CHAPTER 1464 Oxnard Dues	\$20.00
Mary Smith	
1 Item Total: \$20.00	

Remove All Items from Cart Proceed To Checkout

If this is the correct membership you wish to renew click the **Proceed To Checkout** button.

Payment Information

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.

NOTE: Bold fields indicate that information must be entered.

Credit Card Billing Information	
Name	<input type="text" value="Ann Smith"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	WEST HILLS
State	California
Zip Code	91307
Country	United States
Email	chapter1464@mooseunits.org
Billing confirmation will be sent to this email address.	

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

Clear Fields

Cancel Payment

Continue

Enter the required Credit Card Information.

After you have completed the Credit Card Information click the “**Continue**” button to complete the transaction.

The following “**Confirm Order**” screen will appear allowing you the opportunity to verify the information entered.

CONFIRM BEFORE CHECKOUT
 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.

Credit Card Billing Address	
Name	Ann Smith
Address 1	1640 TEHAMA ST
Address 2	
City	OXNARD
State	CA
Zip Code	93035
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-3001
Expiration Date (mm/yy)	02/08

Shopping Cart Items		
Item	Dues Exp	Amount
CHAPTER 1464 Oxnard Dues -	9/30/2006	\$20.00
		1 Item Total: \$20.00

Click the “**Submit Payment**” button to complete the transaction. If you see an error in the information you can click the “**Cancel Payment**” or “**Update Credit Card Info**” or “**Edit Shopping Cart**” button to make a correction.

The “**Moose Transaction Successful**” screen will appear with a confirmation number.

Moose Transaction Successful

Confirmation Number: 52571

Online Receipt		
<i>Your online renewal is now complete. Thank you for renewing your membership.</i>		
<i>PLEASE PRINT THIS RECEIPT FOR YOUR RECORDS</i>		
Credit Card Billing Address		
Name	Ann Smith	
Address 1		
Address 2		
City	OXNARD	
State	CA	
Zip Code	93033	
Country	US	
Credit Card Information		
Card Type	Visa	
Credit Card Number	XXXX-XXXX-XXXX-3001	
Expiration Date (mm/yy)	02/08	
Shopping Cart Items		
Item	Dues Exp	Amount
CHAPTER 1464 Oxnard Dues - [redacted]	9/30/2006	\$20.00
		1 Item Total: \$20.00
Back To My Membership Print Receipt		

You have the option to go back to your membership record by clicking the “**Back to My Membership**” button to see that it has been updated or to make additional changes to your membership record.

You can also select “**Print Receipt**” to get a printed receipt of your transaction for future reference.

You can also click the printer icon on your Internet browser to print what is displayed on the screen.

Your updated membership card should be received within 14 to 21 days. If this does not happen contact the MI Call Center for assistance.