



VFW Auxiliary

MALTA Training Auxiliary Treasurers June 2017

Unwavering Support for Uncommon Heroes tm



VFW Auxiliary

Training Items

- Navigating to Duties
- Update Payment Method
- Update Dues Amounts
- Purchase Bond
- Get a List of Members
- Pay Annual Members Dues
- Correct a Mistake
- Convert a Member to Life



VFW Auxiliary

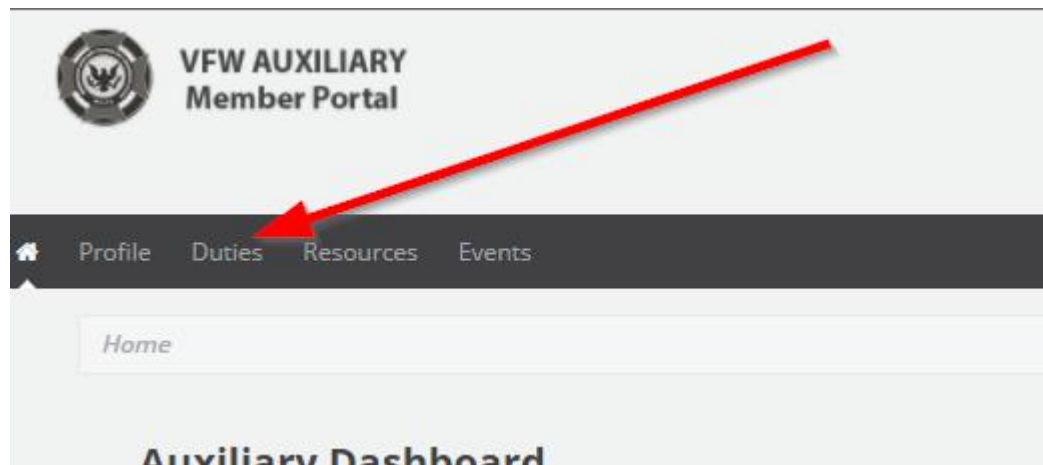
Navigating to Duties

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VFW Auxiliary

As a Treasurer you will find the Menu item 'Duties' Simply click this link to access your Officer Role(s)





VFW Auxiliary

VFW AUXILIARY Member Portal Report Issue/Request Change

Welcome Kelly A Member

[Manage Account](#) | [View Card](#) | | [Logout](#)

Profile **Duties** Resources Events

Home / Officers

Auxiliary Treasurer

Auxiliary Treasurer - Sample Auxiliary Duties

Shortcuts

- [Purchase Bond](#)
- [Make a Gift](#)
- [Process Membership Dues](#)
- [View Deposits by National Headquarters](#)
- [View Withdrawals by National Headquarters](#)
- [Register Members For Events](#)

Manage Finances of Auxiliary

- [Configure Dues](#)
- [Stored Payment Method](#)
- [View Deposits from National Headquarters](#)
- [View Withdrawals from National Headquarters](#)
- [Installation Report](#)
- [Make a Gift](#)
- [Potential Member Records](#)
- [View Receipts](#)

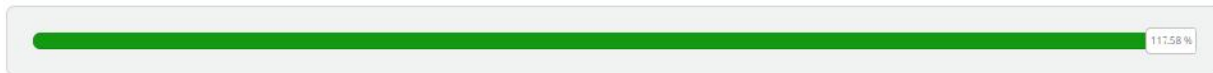
Windows taskbar: 12:40, 6:20 PM

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VFW Auxiliary

Membership Management



117.58 % Membership Progress
107 Members Paid For 2017
91 Members Paid For 2016

1. [View Members](#)
2. [Process Membership Dues](#)
3. [Convert to Life](#)
4. [Process New Membership](#)
5. [Rejoin Member](#)
6. [Member Phone List](#)
7. [Address Labels](#)
8. [Update Auxiliary Contact Information](#)
9. [Auxiliary Officer Contact Information](#)
10. [Auxiliary Installation Report](#)
11. [Order Membership Cards](#)
12. [Register Members for Event](#)
13. [Manage Social Media](#)
14. [Reports](#)
15. [Print Cards](#)

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Update Payment Method

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When you first log into MALTA you should check to make sure your Stored Payment Profile for your Auxiliary is correct.

To do this:
Click 'Stored Payment Method

Auxiliary Treasurer

Auxiliary Treasurer - Sample Auxiliary Duties

Shortcuts

- 
[Purchase Bond](#)
- 
[Make a Gift](#)
- 
[Process Membership Dues](#)

Manage Finances of Auxiliary

- [Configure Dues](#) 5
- [Stored Payment Method](#) 6
- [View Deposits from National Headquarters](#) 7
- [View Withdrawals from National Headquarters](#) 8



VFW Auxiliary

Your Auxiliary's Bank Information will be listed.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Payment Profile](#)

Sample Auxiliary Payment Profile

Account Type	Name on Account	Account Number	Routing Number	Bank	EIN	Action
Checking	VFW Auxiliary 6957	****4566	101000019	COMMERCE BANK	123456789	Edit

Change History

Date of Change	Changed By	New Account Type	New Name On Account	New Account Number	New Bank
5/29/2017	Kelly Member	Checking	VFW Auxiliary 6957	****4566	COMMERCE BANK

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VFW Auxiliary

At any time you can move backwards using your 'Breadcrumb' Navigation

Profile Duties Resources Events

Home / Officers / Auxiliary Treasurer / Payment Profile

Sample Auxiliary Payment Profile

Account Type	Name on Account	Account Number	Routing Number	Bank	EIN	Action
Checking	VFW Auxiliary 6957	****4566	101000019	COMMERCE BANK	123456789	Edit

Change History

Date of Change	Changed By	New Account Type	New Name On Account	New Account Number	New Bank
5/29/2017	Kelly Member	Checking	VFW Auxiliary 6957	****4566	COMMERCE BANK



VFW Auxiliary

Check to make sure your Auxiliary's Bank Information is correct.

Profile Duties Resources Events

Home / Officers / Auxiliary Treasurer / Payment Profile

Sample Auxiliary Payment Profile

Account Type	Name on Account	Account Number	Routing Number	Bank	EIN	Action
Checking	VFW Auxiliary 6957	****4566	101000019	COMMERCE BANK	123456789	Edit

Change History

Date of Change	Changed By	New Account Type	New Name On Account	New Account Number	New Bank
5/29/2017	Kelly Member	Checking	VFW Auxiliary 6957	****4566	COMMERCE BANK



VFW Auxiliary

If your information is incorrect, you may Edit the bank information. Click Edit

Profile Duties Resources Events

Home / Officers / Auxiliary Treasurer / Payment Profile

Sample Auxiliary Payment Profile

Account Type	Name on Account	Account Number	Routing Number	Bank	EIN	Action
Checking	VFW Auxiliary 6957	****4566	101000019	COMMERCE BANK	123456789	Edit

Change History

Date of Change	Changed By	New Account Type	New Name On Account	New Account Number	New Bank
5/29/2017	Kelly Member	Checking	VFW Auxiliary 6957	****4566	COMMERCE BANK




VFW Auxiliary

Simply update the information for the Account and 'Save Changes' You may cancel at any point.

Home / Officers / Auxiliary Treasurer / Payment Profile / Edit Payment Profile

Edit Payment Profile

Account Type Checking Saving



Name on Account *

Routing Number * COMMERCE BANK

Account Number *

EIN

[Read Terms of Use](#)

I have read the ACH agreement and affirm that I have the right to modify the payment method on my Auxiliary's behalf.



VFW Auxiliary

If you need help identifying your Account/Routing Number, just click the check image to enlarge the sample check.

Report Issue/Request Change

Sample Payment Details

Your Name _____ DATE _____ 1001

Your Address _____

PAY TO THE ORDER OF _____ \$ _____

Your Bank Name _____ DOLLARS

MEMO _____

132456789 0000987654321001

9 Digit Routing Number Account Number

Close

WELCOME Kelly A Member

[Manage Account](#) | [View Card](#)

Account Type: Checking Saving

Name on Account * VFW Auxiliary 6957

Routing Number * 101000019 COMMERCE BANK

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VFW Auxiliary

Update Dues Amount

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VFW Auxiliary

The second thing you must check are your configured dues. Click on 'Configure Dues'

Shortcuts

- [Purchase Bond](#)
- [Make a Gift](#)
- [Process Membership Dues](#)
- [View Deposits by National Headquarters](#)
- [View Withdrawals by National Headquarters](#)
- [Register Member Event](#)

Manage Finances of Auxiliary

1. [Configure Dues](#)
2. [Stored Payment Method](#)
3. [View Deposits from National Headquarters](#)
4. [View Withdrawals from National Headquarters](#)
5. [Installation Report](#)
6. [Make a Gift](#)
7. [Potential Member Records](#)
8. [View Receipts](#)

Membership Management

117.58 %

117.58 % Membership Progress
107 Members Paid For 2017
91 Members Paid For 2016



VFW Auxiliary

You will see the portions of the dues for National, your Department and Local Dues. The Total Dues is the amount you should check. If it is not correct, click 'Change Dues'

Home / Officers / Auxiliary Treasurer / Configure Dues

Configure Dues

Dues for Members Auxiliary

Local Dues	\$4.00
Department of Kansas	\$9.00
National	\$5.00
Total Dues for a Member of Sample Auxiliary 6957	\$18.00

[Change Dues](#)

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You will be presented with a prompt and you simply must enter the TOTAL amount of a check that a member would write to your Auxiliary Annually.

A screenshot of a software dialog box titled "Modify Auxiliary Dues". The dialog box contains the following text: "How much are the total dues collected from one (1) Continuous Annual Member?" followed by an example: "E.g.: Each year our annual members write a check for dues in the amount of \$18.00." Below this text is a text input field with a dollar sign and a red asterisk to its left, containing the value "18.00". At the bottom of the dialog box are two buttons: "Continue" and "Cancel". The background of the screenshot shows a blurred interface with text like "Welcome" and "Mana".



VFW Auxiliary

Enter the correct amount and click 'Continue'

Modify Auxiliary Dues

How much are the total dues collected from one (1) Continuous Annual Member?
E.g.: Each year our annual members write a check for dues in the amount of \$18.00.

\$ *

Continue Cancel



VFW Auxiliary

You will be presented with the breakdown of dues for your members. If it is correct click 'YES' if it is incorrect click 'NO' to re-enter the amount

Modify Auxiliary Dues

How much are the total dues collected from one (1) Continuous Annual Member?

E.g.: Each year our annual members write a check for dues in the amount of \$18.00.

This amount breaks out to:

- \$5.00 Local Auxiliary Portion
- \$9.00 Department Portion
- \$5.00 National

Is this correct?



VFW Auxiliary

Purchase a Bond

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VFW Auxiliary

To Purchase a Bond for your Auxiliary, simply click:
[Purchase Bond](#)

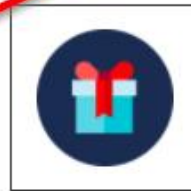
Auxiliary Treasurer

Auxiliary Treasurer - Sample Auxiliary Duties

Shortcuts



[Purchase Bond](#)



[Make a Gift](#)



[Process Membership Dues](#)



[View Deposits by National Headquarters](#)

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VFW Auxiliary

You will be presented with a screen to purchase the bond.

Home / Officers / Auxiliary Treasurer / Purchase Bond

Purchase Bond - Sample Auxiliary 6957 Treasurer

Select Bond to Purchase

Bond *

Select Bond ▼

for Treasurer and President

[Purchase Bond](#) [Cancel](#)



VFW Auxiliary

Step 1: Select the bond you wish to purchase and click 'Purchase Bond'

Home / Officers / Auxiliary Treasurer / Purchase Bond

Purchase Bond - Sample Auxiliary 6957 Treasurer

Select Bond to Purchase

Bond *

Select Bond

Select Bond

2017-18

Purchase Bond Cancel

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VFW Auxiliary

Step 2: Enter the Bond Amount that you wish to purchase. The Premium Per Office and Total Due will automatically adjust.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Purchase Bond](#)

Purchase Bond - Sample Auxiliary 6957 Treasurer

	For Treasurer and President
Bond Amount *	<input type="text" value="\$ 10,000"/>
	Whole Dollar Amounts Only
Premium Per Office *	<input type="text" value="\$ 15.00"/>
Total Due *	<input type="text" value="\$ 30.00"/>
	You are purchasing a bond of \$10,000.00 for your Treasurer and President for September 01,2017 through August 31,2018 for \$30.00
Payment Method	<input type="text" value="Select Payment Method"/>
	<input type="button" value="Go Back"/> <input type="button" value="Purchase Bond"/>

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VFW Auxiliary

Step 3: Select your Payment Method. eCheck (ACH)

Home / Officers / Auxiliary Treasurer / Purchase Bond

Purchase Bond - Sample Auxiliary 6957 Treasurer

	For Treasurer and President
Bond Amount *	<input type="text" value="\$ 10,000"/>
	Whole Dollar Amounts Only
Premium Per Office *	<input type="text" value="\$ 15.00"/>
Total Due *	<input type="text" value="\$ 30.00"/>

You are purchasing a bond of \$10,000.00 for your Treasurer and President for September 01,2017 through August 31,2018 for \$30.00

Payment Method	<input type="text" value="Select Payment Method"/>
	<input type="text" value="Select Payment Method"/>
	<input type="text" value="eCheck (ACH)"/>



VFW Auxiliary

Step 4: Click 'Purchase Bond'

Home / Officers / Auxiliary Treasurer / Purchase Bond

Purchase Bond - Sample Auxiliary 6957 Treasurer

For Treasurer and President	
Bond Amount *	<input type="text" value="\$ 10,000"/>
Whole Dollar Amounts Only	
Premium Per Office *	<input type="text" value="\$ 15.00"/>
Total Due *	<input type="text" value="\$ 30.00"/>
You are purchasing a bond of \$10,000.00 for your Treasurer and President for September 01,2017 through August 31,2018 for \$30.00	
Payment Method	<input type="text" value="eCheck (ACH)"/>
<input type="button" value="Go Back"/> <input type="button" value="Purchase Bond"/>	

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VFW Auxiliary

Step 5: Review the Payment Page and click the 2 checkboxes at the bottom.

Home / Officers / Auxiliary Treasurer / Purchase Bond / Process Payment

Process Payment With Stored ACH - Sample Auxiliary 6957 Treasurer

For Treasurer and President

Bond Amount	\$ 10000.00
Premium Amount	\$ 15.00

You are purchasing a bond of \$10,000.00 for your Treasurer and President for September 01, 2017 through August 31, 2018 for \$30.00

Routing Number	101000019 COMMERCE BANK
Account Number	***4566

I hereby agree to the Terms and Conditions of Purchase. [Click Here to Read Terms and Conditions](#)

I have been authorized by my Auxiliary to purchase a Bond for this amount by Vote or by standing rule.

Purchase Bond **Cancel**

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VFW Auxiliary

Step 6: Click Purchase Bond

Home / Officers / Auxiliary Treasurer / Purchase Bond / Process Payment

Process Payment With Stored ACH - Sample Auxiliary 6957 Treasurer

For Treasurer and President

Bond Amount	\$ 10000.00
Premium Amount	\$ 15.00

You are purchasing a bond of \$10,000.00 for your Treasurer and President for September 01, 2017 through August 31, 2018 for \$30.00

Routing Number	101000019 COMMERCE BANK
Account Number	***4566

I hereby agree to the Terms and Conditions of Purchase. [Click Here to Read Terms and Conditions](#)

I have been authorized by my Auxiliary to purchase a Bond for this amount by Vote or by standing rule.



VFW Auxiliary

You will now see the receipt. You may Print the Receipt or download it to PDF. Your Bond Certificate will be available in 7 days.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Receipt](#)

Purchase Bond - Sample Auxiliary 6957 Treasurer

Thank you for submitting payment for the 2017-18 for Sample Auxiliary.

A copy of the receipt has been sent to your email and can be printed below. **You will receive notification via email when your payment has cleared and the bond is available for download. This process can take up to 7 business days.**

PAYMENT RECEIPT

Date	May 29, 2017
Item Purchased	2017-18 Treasurer \$10,000.00 President \$10,000.00
Purchase Price	\$30.00
Payment Method	Stored ACH Profile:***4566
Date of Debit	May 29, 2017
Purchase Status	Pending Clearance of Payment

[Print Receipt](#)

[Download PDF](#)

[Close](#)

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VFW Auxiliary

Get a List of Members

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VFW Auxiliary

To get a list of your members, simply navigate to “View Members” and click on the link.

A screenshot of a web application interface titled "Membership Management". At the top, there is a grey header bar with the text "Membership Management". Below this, there is a large, empty rectangular area with a green horizontal bar at the top. Below this area is a list of ten numbered menu items, each with a blue underlined link. A red arrow points to the first item, "View Members".

1. [View Members](#)
2. [Process Membership Dues](#)
3. [Convert to Life](#)
4. [Process New Membership](#)
5. [Rejoin Member](#)
6. [Member Phone List](#)
7. [Address Labels](#)
8. [Update Auxiliary Contact Information](#)
9. [Auxiliary Officer Contact Information](#)
10. [Auxiliary Installation Report](#)



VFW Auxiliary

You may search for a list or for an individual.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Members](#)

Members of Sample Auxiliary 6957

Member Search

All Members ▾

First Name

Last Name

Member ID

[Go Back](#) [Search](#)

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VFW Auxiliary

You may run a list of All Members, Annual, Life, Lapsed, Former etc.

Select the option you want and click 'Search'

Home / Officers / Auxiliary Treasurer / Members

Members of Sample Auxiliary 6957

Member Search

- All Members
- All Members
- Life Members
- Annual Members
- Lapsed Members
- Annual and Life Members
- Former Members

Member ID

[Go Back](#) [Search](#)



VFW Auxiliary

Your list will show Member ID, Name, Membership, Expiration, Phone, Email and Current Address

Select Columns ▾

Download CSV

Download Excel

Download Word

<u>Member ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Membership</u>	<u>Expiration Date</u>	<u>Phone Number</u>	<u>Email</u>	<u>Current Address</u>	<u>Action</u>
2000048471	Adams	Jane	Annual	12/31/2017	(785)594-6451	-	123 Main Baldwin City, KS 66006	Edit Mark as Bad Address
2000161835	Baker	Susan	Annual	12/31/2017		sbaker@baker.com	7603 Haskins Lenexa, KS 66206	Edit Mark as Bad Address
9340088	Jones	Mike	Life Member	N/A	-	-	9516 Pine Lenexa, KS 66220	Edit Mark as Bad Address

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VFW Auxiliary

Select Columns ▾

- Member ID
- Last Name
- First Name
- Membership
- Expiration Date
- Phone Number
- Email
- Current Address

You may download a list by selecting the columns you wish to view and clicking the format (CSV, Excel or Word) you would like your list in.

[Download CSV](#)

[Download Excel](#)

[Download Word](#)



VFW Auxiliary

Pay Annual Members Dues

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VFW Auxiliary


To process
Membership Dues,
Simply click 'Process
Membership Dues'

Home / Officers


Auxiliary Treasurer

Auxiliary Treasurer - Sample Auxiliary Duties


Shortcuts



[View Bond](#)



[Make a Gift](#)



[Process Membership Dues](#)



VFW Auxiliary

You will be presented with this page to determine how you would like to process dues.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Membership Dues](#)

Process Membership Dues

Recording the dues of a member on this page will result in a direct debit to the Auxiliary's bank account by National Headquarters.

NOTE: All dues recorded will be for the 2016-17 Membership Year and Expire on December 31, 2017

Select how you would like
to search for members:

Select Method ▼

Search

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VFW Auxiliary

Step 1: Select how you wish to process dues and click 'Search'

Home / Officers / Auxiliary Treasurer / Membership Dues

Process Membership Dues

Recording the dues of a member on this page will result in a direct debit to the Auxiliary's bank account by National Headquarters.

NOTE: All dues recorded will be for the 2016-17 Membership Year and Expire on December 31, 2017

Select how you would like to search for members:

- Select Method
- Select Method
- All Unpaid Annual Members
- Search By Member Name
- Search by Member ID



VFW Auxiliary

Step 2: You are presented with a list of member(s) that meet your search criteria.

Home / Officers / Auxiliary Treasurer / Membership Dues

Process Membership Dues

Recording the dues of a member on this page will result in a direct debit to the Auxiliary's bank account by National Headquarters.
NOTE: All dues recorded will be for the 2016-17 Membership Year and Expire on December 31, 2017

Select how you would like to search for members:

<input type="checkbox"/> Select All	Member ID	Last Name	First Name	Amount Due
<input type="checkbox"/>	2000114147	Clarke	Shirley	\$14.00
<input type="checkbox"/>	2225365	Cove	Vickie	\$14.00
<input type="checkbox"/>	2000085959	Dunphy	Mary	\$14.00
<input type="checkbox"/>	2000161837	Grooms	Kristen	\$14.00
<input type="checkbox"/>	2000136722	Grooms	Michelle	\$14.00
<input type="checkbox"/>	-

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VFW Auxiliary

Step 3: Select the member(s) you wish to pay dues for.

Process Membership Dues

Recording the dues of a member on this page will result in a direct debit to the Auxiliary's bank account by National Headquarters.

NOTE: All dues recorded will be for the 2016-17 Membership Year and Expire on December 31, 2017

Select how you would like to search for members:

All Unpaid Annual Members

Search

<input type="checkbox"/> Select All	Member ID	Last Name
<input checked="" type="checkbox"/>	2000113197	Clarke
<input checked="" type="checkbox"/>	2225365	Cope
<input checked="" type="checkbox"/>	2000085959	Dunphy
<input type="checkbox"/>	2000161837	Grooms
<input type="checkbox"/>	2000136722	Grooms
<input type="checkbox"/>	3339411	Hutchison
<input type="checkbox"/>	2000094880	Jarvais

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VFW Auxiliary

WARNING! By paying their dues, you are initiating a debit to your Auxiliary's Bank Account. Make sure their payment of dues is deposited in the Auxiliary's Bank Account before marking the member paid.



VFW Auxiliary

Step 4: Scroll to the bottom of the list to see the total amount to pay. It will ONLY be the Department and National portion of Dues.

MEM	DUPLICATE	STATUS	AMOUNT	
				\$17.00
			Total Amount:	\$42.00
Payment Method *		<input type="text" value="-- Payment Method --"/>		



VFW Auxiliary

Step 5: Select the payment method eCheck (ACH)

Payment Method *
-- Payment Method --
-- Payment Method --
eCheck (ACH)

Step 6: Check the box to agree to the terms and click “Pay Dues”.

Payment Method * eCheck (ACH)

Account Type * Checking Saving

Name on Account * VFW Auxiliary 6957

Routing Number * 101000019

Account Number **4566

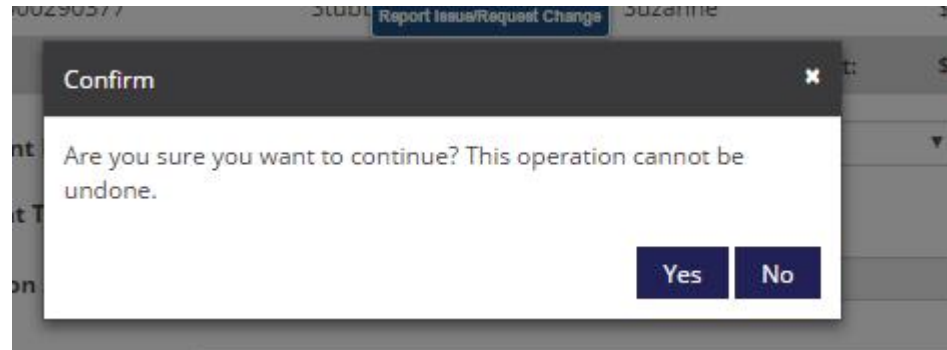
I understand that **\$42.00** will be debited from the Auxiliary's bank account at COMMERCE BANK ending in ***4566.
[Read Full Agreement](#)

Pay Dues Cancel



VFW Auxiliary

Step 7: You will be asked to confirm that you wish to continue.





VFW Auxiliary

Step 8: You will receive a receipt with a list of the members who you have paid. They are now paid.

PROCESSED MEMBERS RECEIPT

Thank you for submitting payment for the member registration
Your transaction status is pending successful clearance of payment. You will receive notification via email when your payment has cleared.

Date	May 29, 2017
Members	2000113197 - [REDACTED] 2225365 - [REDACTED] 2000085959 - [REDACTED]
Total Amount	\$42.00
Payment Method	eCheck (ACH)

[Print Receipt](#) [Download PDF](#) [Close](#)



VFW Auxiliary

Correct a Mistake

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VFW Auxiliary

If you made a mistake, simply navigate to “View Receipts”:


Auxiliary Treasurer [Report Issue/Request Change](#)

Auxiliary Treasurer - Sample Auxiliary Duties

Shortcuts

 View Bond	 Make a Gift	 Process Membership Dues	 View Deposits by National Headquarters	 View Withdrawals by National Headquarters	 Register Members For Events
--	--	--	---	--	--

Manage Finances of Auxiliary

1. Configure Dues	5. Installation Report
2. Stored Payment Method	6. Make a Gift
3. View Deposits from National Headquarters	7. Potential Member Records
4. View Withdrawals from National Headquarters	8. View Receipts 

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VFW Auxiliary

If a transaction was processed today and it is before MIDNIGHT Central time you may 'Void' the transaction.

[Home](#) / [Officers](#) / [Auxiliary Treasurer](#) / [Receipts](#)

Auxiliary Payment History



Payment Type	Payment Date	Payment Method	Receipt Number	Recorded By	Action
Mass Dues	5/29/2017	eCheck (ACH)	240	Kelly A Member	Void
Bond	5/29/2017	eCheck (ACH)	3415	Kelly A Member	Void



VFW Auxiliary

Step 1: Click Void next to Mass Dues

Note: you may void other items but this will walk you through Mass Dues

Home / Officers / Auxiliary Treasurer / Receipts

Auxiliary Payment History

Payment Type	Payment Date	Payment Method	Receipt Number	Recorded By	Action
Mass Dues	5/29/2017	eCheck (ACH)	240	Kelly A Member	Void
Bond	5/29/2017	eCheck (ACH)	3415	Kelly A Member	Void



VFW Auxiliary

Step 2:
Confirm
this is the
correct
receipt and
click 'Void
Payment'

Void Payment

You are about to void this payment. This action can not be undone

Receipt

Date	05/29/2017
Item Purchased	Mass Dues - 2000113197,2225365,2000085959
Purchase Price	\$42.00
Payment Method	eCheck (ACH)
Date of Debit	05/29/2017
Registration Number	240
Purchase Status	Pending

Void Payment Cancel



VFW Auxiliary

Step 3: Select the individuals you wish to Void. You may 'Select All' to void the entire receipt or just a few members.

Void Selected Payment

Select Members to void there payments.

Members list

<input type="checkbox"/> Select All	Member ID	Member Name
<input checked="" type="checkbox"/>	Shirley Clarke	2000113197
<input type="checkbox"/>	Vickie L Cope	2225365
<input type="checkbox"/>	Mary ellen Dunphy	2000085959

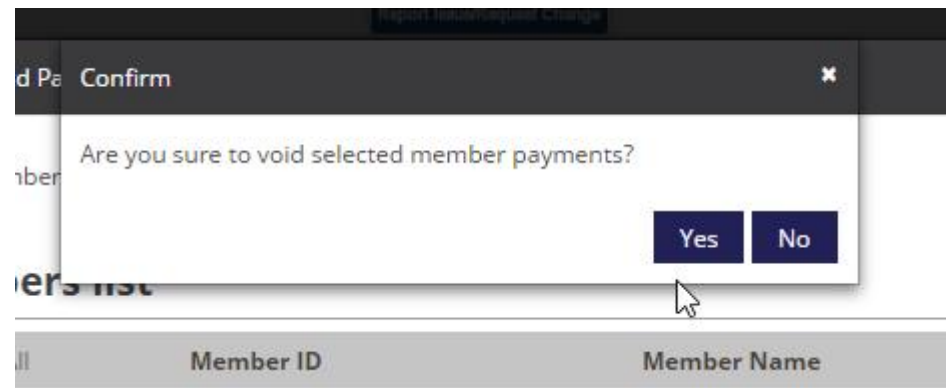
Purchase Status Pending

Void Payment Cancel



VFW Auxiliary

Step 4: You will be prompted to confirm that you wish to void this transaction.





VFW Auxiliary

Convert a Member to Life

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VFW Auxiliary

If a member wishes to convert their membership to a Life Membership simply click 'Convert to Life'

Membership Management

1. [View Members](#)
2. [Process Membership Dues](#)
3. [Convert to Life](#)
4. [Process New Membership](#)
5. [Rejoin Member](#)
6. [Member Phone List](#)
7. [Address Labels](#)
8. [Update Auxiliary Contact Information](#)



VFW Auxiliary

Step 1: Search for the member by Member ID, First or Last Name.

Home / Officers / Auxiliary Treasurer / Convert Members to Life

Convert Members to Life

MemberID	<input type="text" value="2225365"/>
FirstName	<input type="text" value="First Name"/>
LastName	<input type="text" value="Last Name"/>



VFW Auxiliary

Step 2: Confirm that this is the member you wish to convert to life. You may select that it is a GIFT and input the Member ID of the individual giving the gift.

Convert Members to Life [Report Issue/Request Change](#)

MemberID:

FirstName:

LastName:

Selected Member

Member ID	Member Name	Amount	Action
2225365	Vickie Cope	\$140.00	Remove

Total Amount: \$140.00

Is Gift

Payment Method *

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VFW Auxiliary

Step 3: Select the payment method eCheck (ACH)

Convert Members to Life [Report Issue/Request Change](#)

MemberID:

FirstName:

LastName:

Selected Member

Member ID	Member Name	Amount	Action
2225365	Vickie Cope	\$140.00	Remove

Total Amount: \$140.00

Is Gift

Payment Method *

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Step 4: Check the box to indicate that you agree to the terms. And click Pay Dues

Payment Method * eCheck (ACH) ▼

Account Type * Checking Saving

Name on Account * VFW Auxiliary 6957

Routing Number * 101000019

Account Number * ***4566

I understand that **\$140.00** will be debited from the Auxiliary's bank account at COMMERCE BANK ending in ***4566.
[Read Full Agreement](#)

Pay Dues



VFW Auxiliary

WARNING! By converting the member to a Life Membership you are initiating a debit to your Auxiliary's Bank Account. Make sure their payment of dues is deposited in the Auxiliary's Bank Account before marking the member paid.



VFW Auxiliary

Step 5: You are presented with a receipt which you may print or download.

Convert Members to life

Thanks you for submitting payment for the membership.
Your registration is pending successful clearance of payment.
You will receive notification via email when your payment has cleared.
This process can take up to 7 business days.

PAYMENT RECEIPT

Member Name:	Vickie L Cope
Member ID	2225365
Date	May, 29, 2017
Amount Paid:	\$140.00
Payment Method:	eCheck
Account:	***4566
Bank:	COMMERCE BANK
Receipt Emailed:	

[Print Receipt](#)[Download Receipt](#)[Close](#)

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VFW Auxiliary

There will be more training available on the Online Auxiliary Academy throughout the year.



VFW Auxiliary

Thank You

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