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 QuickPay Login](image)

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

The individual record will open for the member selected.
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 Continue button.
Next a confirmation page will appear allowing the user to confirm the information previously entered. If incorrect information is found the Cancel Payment button can be selected to cancel the transaction and start over or the Update Credit Card button can be selected to make a correction in the Credit Card Information.

If all the information entered is correct the Submit Payment 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.**

Exit without printing receipt  Print Receipt

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 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.
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.

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**.
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.

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

Dear MOOSE Member,

You have changed your registered email address for the 'My Membership Record Online' web site. In case you ever forget your password, you may request that an email be sent to this address with your current password by clicking on the 'Forgot Your Password?' link on the 'My Membership Record Online' login screen.

To confirm that your email address is valid, please click on the link below, which will activate your account. By clicking on the link below, you will be taken to 'My Membership Record Online' where you may change your membership information or pay your dues:

https://moose Millennium.org/VerifyEmail.aspx?key=UATAk0g848aRcaF7pFCAu12J99WoaXdyWd%27q13amMkWp9zW251gQaUKces=

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".
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.

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
12345678

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.

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.
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.

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.

If this is the correct membership you wish to renew click the button.
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.
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.
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.