



Electronic Payment Procedure through Team Unify

The team unify site will process secure online **credit card and/or eCheck Bank processing** to the billing system for our Adult and Youth Swim Team programs.

Please maintain an active email address as this will be used for communications both for billing and other team functions. You may also input additional email addresses to receive regular communications. System billing alerts are only sent to accounts to Account/Username email address..

How your first automated system payment will work (after your initial online registration payment /first dues payment):

- Automatic payments through the Team Unify System post on the 1st of each month following.
- Upcoming invoice summaries of any charges to your account from that present month (entry fees, team store charges, etc.) and the upcoming month dues charge are viewable anytime through your TU account. We make one direct debit on the 1st of the month for all invoice items (unless otherwise stated for specific events or apparel during the year).
- Change your preferred payment method directly through your account portal at any time.

Log in at www.teamunify.com/laca.

Note that the email address you registered online with is the primary email and User ID for logging in. To update this address, contact Office Admin.

- Click on **My Account**
- Then **\$My Invoice/Payment** to view invoices or change payment method
- Please take advantage of the video Tutorials once you log in
 - My Account > My Tutorials

Terms and Important Notes about the Team Unify Financial System and Process:

- Automatic payment set up is required for participation in all CA swim team programs.
- Accounts may be put on hold or terminated at any time. To avoid processing fees please give proper notification during the designated time period.
- To withdraw from the program, written notification must be given by the 25th of the month prior to be withdrawn from the billing system for the upcoming month invoice.
- Any monetary refunds issued will include a \$15 processing fee.
- NSF returns will be issued a \$30 processing fee.
- Annual Registration Fee: \$15 will be automatically charged to active accounts on January 1 each year (annual fee). Inactive members returning later in the year will be invoiced the fee at that time, provided it has not been paid for that calendar year.
- For groups that require USA Swimming membership, this membership will be renewed and invoiced in November each year (current rate for 2017 is \$70).
- Fundraising balances are invoiced each April and November (first half/second half).