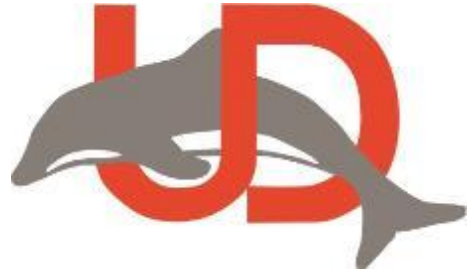


PAYING YOUR DUES ONLINE



Credit Card Payments

You can **pay your dues at any time** using a credit card or set it up to charge your credit card when the billing system invoices your account on the **1st of each month**.

- Click "My Account" on the left-hand side of the screen.
- Click "Payment set up" in the tabs under your name (or "Setup Auto Pay" on the left-hand side).
- Click "Add New Card".
- As you input your credit card information, choose one or both of the options
 - "Use for On Demand Payments" is where you reserve the right to initiate the payment of dues yourself.
 - "Use for Fees Associated with Your Account" is where your card will automatically be charged on the 1st of each month when the system automatically initiates invoices, for the current invoice and any previous amounts due in the system.
- After you have set up your credit card, click "\$ My Invoice/Payment" on the left-hand side. I believe that I have adjusted everyone's balances in the system to be accurate. Please let me know if you don't believe yours is correct.
- Click the "Make Payment" tab and make the payment amount that you choose.
 - We are happy to accept the approved half rate dues for June, and I (Jennie) believe that all of those adjustments have been made.
 - We would be thrilled to accept donations online via this payment method, but that is also something that I will need to adjust in the billing system to have your "amount due" in future months to reflect your donation intention, instead of sitting on the system as a credit on your account against future charges/dues. If you would like extra funds to be treated as a donation, please let me know directly. (jennie37@hotmail.com)

ACH Payments

If you wish to pay by ACH, the website platform we use **ONLY allows those payments to come out on the 1st of each month when your membership account is invoiced**. To be sure that your account is invoiced on the 1st, you will need to BE an active swimmer in the previous month, OR you will need to let me know that you intend to swim in the following month (jennie37@hotmail.com).

- Click "My Account" on the left-hand side of the screen.
- Click "Payment set up" in the tabs under your name (or "Setup Auto Pay" on the left-hand side).
- Click "Add Bank Account".
- Input your bank account information
 - Reminder "Use for Fees Associated with Your Account" is where your bank account will automatically be charged on the 1st of each month when the system automatically initiates invoices.
 - Please note, the ACH initiated will be for all amounts due on your membership account, so if you have an amount due from a previous month it will be included in the current month's deduction.


Discontinuing Automatic Payments


If you KNOW that your swimmer will be taking a month off, please let your coach(es), Ukiahdolphinsswimclub@gmail.com and I know ahead of time so that I can turn off your automatic invoicing. If you happen to realize your plan to take a break at the very end of the month, you can ALWAYS log into the website and be sure that neither payment method has "Use for Fees" selected. This can be done by selecting the "Use for Fees" at the bottom of the Payment Set-Up tab entitled "mail payments"


Donations online


If you wish to make a donation through the website, please let me know so that I can adjust your account in the billing system to have your "amount due" in future months to reflect your donation intention. (jennie37@hotmail.com)

Please direct all billing questions to Jennie Kraemer, treasurer, (jennie37@hotmail.com)


My Account  **My Account** **Billing**

College Recruiting  Invoices & Payments

Account Info Event Fundraising 

 Set Up Autopay

Registration

Team Registration 

Invoices & Payments

Invoices **Make Payment** Fundraising Service Hours

+ Account Recurring Charges Summary

Account Charges Summary

Set Up Autopay

Dolphin Parent

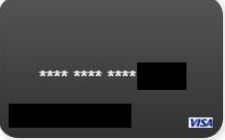


Account Members **Payment Setup** Dues Schedule

E-Payment Manager



By providing the payment info below, you are authorizing Ukiah Dolphins to charge the Credit Card for any fees associated with your account. Please Note: For charges you will see the name Ukiah DolphinsSwimClub on your credit card or bank statement.

+ Add New Card + Add Bank Account

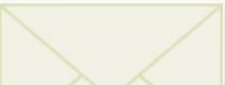
Credit and Debit Cards

 Visa- Expires   Use for Fees Associated With Your Account Use for On Demand Payments [Update/Replace](#) [Delete Card](#)

ACH Bank Account

 1001  Use for Fees Associated With Your Account [Replace Bank Account](#) [Remove Bank Account](#)

Mail Payments

 Manual Pay CHECK or CASH Use for Fees Associated With Your Account Do not allow CC On Demand Payments