



DUES NOTICE

The 2018-2019 International Membership Dues and the Club Convention Fee are now payable and are due June 1, 2018.

Log in to the Member Management Center (Group Tally) to add a payment method and make payments. You can also access the Altrusa Membership Management Center directly at <https://altrusa.grouptally.com/login>. If you have any trouble with website access, please contact the office.

Once you are logged in:

1. The page should open to your club page. Select the Payments tab.
2. Select Make Payment on the far right.
3. Review your membership list, check the boxes of the members you wish to pay dues for. If you need to Add New Member, see instructions below.
4. Check the box marked Convention Fee.
5. Click on the green "Pay" box (upper right) and select a payment method in the pop-up window:
 - Credit Card – Select Add Card. Click OK to go to secure payment site and enter information. When accepted, you may pay with this card. *Please Note:* A service fee of 2.9% + \$0.30 per transaction for Credit/Debit cards will be applied to your total to cover the amount charged to Altrusa International by the credit card company.
 - Bank Account – Select Add Account to pay by e-check. The first time you use an e-check, a validation process will be required. This is a built-in security feature. A small amount of money is transferred to your account. You must verify the amount received. When the validation process is complete, usually within one business day, you may then pay by e-check.
 - Offline – Select this option to print the list and mail it with your check to the International Office.

A Late Fee of \$5.00 per member will be added to dues payments made after June 15. After July 10, any remaining unpaid members become inactive and a \$10 Processing Fee applies for reactivation.

To **Add New Member**, select Members and click on the green box "+ New Member".

These instructions are available in more detail in the Group Tally Toolkit on the website under Publications>Toolkits. If you have any questions or experience any problems, please contact us at 312.427.4410 or email altrusa@altrusa.org.