Online Dues Payment Process			
Step 1: Login Screen Access is via: https://db.ess-sar.org/paydues	Online Dues System	Online Dues System	
 Notes: Enter the Member information for whom you're making a payment. Click the square box for "I'm not a robot" 	Get Member Record Member National Number Image: Comparison of the state of	Get Member Record Member National Number 184560 Member Empire State Number 13654 Member zipcode 10567 Immot a robot Submit	
Step 2: Select Chapter to Pay Notes: Must Pay Primary Chapter first Some Chapters not participating this year Click "Setup Payment"	Online Dues Syster	m Online Dues System <u>Member Dues Status</u> Member Lookup / Dues Status	
	Member Lookup / Dues Status Member Name: Erick Wayne Krueger Member National Number: 184560 Member ESS Number: 13654 Number of Chapters = 1 Membership Chapter Primary Westchester-Putnam 55 Setup Payment	Member Name: Duane Paul Booth Member National Number: 142262 Member ESS Number: 11989 Number of Chapters = 4 Membership Chapter Dues Required Status/Action Primary Walloomsac Battle Dual-Chapter Stone Arabia Battle 10 Dual-Chapter Thousand Dual-Chapter Lislands 5 Not Available Online	





Step 3: Enter Donations **Confirm Payment Total**

Notes:

- Enter any Donations ٠
- Click 'Calculate Total' ٠
- Click 'PayPal Checkout' ٠

and	How To Make a Payment: 1. Ensure payment is for th 2. Required Dues are indic 3. Please consider making 4. Click *Calculate Total* t 5. Member pays the trans. 6. When ready to make pa NOTE: If you believe there is a	the correct member and chapter, ated below and cannot be modi a Donation below to your Chap o see your total, action fee for using online paym yment (PayPal or Credit Card), or problem with the Dues Amount	ified. wer, the State or National Society of the SAR ents. If you wish to avoid this, then please mail a slick on the PayPal Checkout button. s, please contact your Treasurer BEFORE makin	a check to your Treasurer as noted or ng an online payment.	n your dues invoice.	
	Setup Payment Member Name: Erick Wayne Kr Member SS Number: 1845 Chapter Name: Westchester-Pu Membership Type: Primary Chap	ueger 50 tnam oter				
	Society	Amount				
	National Society	35				
	Empire State Society	10	Sotup Payment		Setup Payment	
	Westchester-Putnam Chapte	er 10	Setup Payment		<u>oetup r ayment</u>	
	Dues SubTotal:	55	Member Name: Erick Wayne Krue	eger	Member Name: Erick Wayne Kru	eger
			Member National Number: 184560)	Member National Number: 18456	0
	Please Consider Making O	ptional Donations:	Chapter Name: Westshester Putr		Chapter Name: Westchester-Put	nam
	National Society	Enter Donation Amount	Membership Type: Primary Chapt	er	Membership Type: Primary Chap	ter
	Empire State Society	0.00				
	Westehester Butsam Chapte	0.00				
	Depetiene SubTetel	fr 0.00	Required Dues		Required Dues	
	Donations Sub lotal:	0.00	Society	Amount	Society	Amount
	Summary of Charges		National Society	35	National Society	35
	SAR Receives:	55	Empire State Society	10	Empire State Society	10
	Online Processing Fee:	1.54	Westchester-Putnam Chapter	10	Westchester-Putnam Chapter	10
			energies			

Society	Enter Donation Amount	Society
National Society	10.00	National Soc
Empire State Society	11.00	Empire State
Westchester-Putnam Chapter	12.00	Westchester-
Donations SubTotal:	33.00	Donations S
Summary of Charges		Summary of
SAR Receives:	88.00	SAR Receive
Online Processing Fee:	2.29	Online Proce
Member Pays:	90.29	Member Pay

55

Society	Enter Donation Amoun
National Society	10.00
Empire State Society	11.00
Westchester-Putnam Chapter	12.00
Donations SubTotal:	33.00
Summary of Charges SAR Receives:	88.00
Summary of Charges SAR Receives: Online Processing Fee:	88.00 2.29
Summary of Charges SAR Receives: Online Processing Fee: Member Pays:	88.00 2.29 90.29

Dues SubTotal:





56.54

Dues SubTotal:

Member Pays:

Calculate Total

55

Step 4: PayPal Windows	PayPal	PayPal 🗮 \$90.29 USD 🗸
Notes: • Window is displayed by Paypal. It is passible you might have to small	Pay with PayPal	Hi, test! Pay with Manage >
down to see the 'Pay with Debit or Credit Card' button.	Email	Balance Make my balance my preferred way to pay
(shown far right) Step 4 – Ontion 1: Pay via PayPal Account	Password 🖷	
Notes: Person logs into their PayPal	Log In	+ Add a debit or credit card
account and selects the funding source.Reminder of total due at top of	Having trouble logging in?	S90.29 with PayPal Credit. Subject to credit approval. See terms View PayPal Policies and your payment method rights.
window. • Click "Continue"	or Pay with Debit or Credit Card	Continue Verill be able to review your order before you converted your or webers
		Cancel and return to Empire State SAR
Step 4 – Option 2: Pay by Credit Card	PayPal 🐺 \$90.29 USD ~	Street address
Person does not have a PayPal account	PayPal Guest Checkout We don't share your financial details with the merchant.	Apt., ste., bldg.
Reminder of total due at top of window Brompts for:	Country/Region United States	City
• Card info • Billing info		State ✓ ZIP code The protection you deserve. Creating a PayPal account is optional but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop. See terms
 Contact info Option to create a Paypal account (not required) 	Card number	Phone type Mobile Phone number +1 Oracle a PayPal account? (It only takes a moment.) Yas, Yd tike a PayPal account. Yas, Yd tike a PayPal account.
Click "Continue"	First name	Email
	Billing address	The security you want. The protection you deserve. Coold and result to Empire State SH





Sten 5 – Final Review		Mansharshin Danaural Or firment	Deview Order		
		Membership Renewal Confirmation	on - Review Order		
Notes:	Your payment is not com	plete. You must click the "Confirm Order Details" button below to submit p	ayment.		
 Nothing is paid yet User must click "Cor 	Below is a summary of the	charges that you are agreeing to pay. Please review before final confirmation of	payment.		
 Oser must click cor Details" to make nav 	vment	Name	Price	QTY	Total
	NDues_184560	National Society SAR Dues	\$35.00	1	\$35
	EDues_184560	Empire State Society SAR Dues	\$10.00	1	\$10
	CDues_20_184560	Westchester-Putnam Chapter Dues	\$10.00	1	\$10
	NDon_184560	National Society SAR Donation	\$10.00	1	\$10
	EDon_184560	Empire State Society SAR Donation	\$11.00	1	\$11
	CDon_20_184560	Westchester-Putnam Chapter Donation	\$12.00	1	\$12
	Fee_20_184560	ESS Processing Charge	\$2.29	1	\$2.29
	Billing Information	Shipping Information	Subtotal	\$90.29	
	test buyer paypal-buyer@westchesterpu	utnam.ess-sar.org	Shipping	\$0.00	
			Handling	\$0.00	
			Tax	\$0.00	
			Grand Total	\$90.29	
			Cancel an	d Start Over	
			Confirm C	order Details	
Step 6 – Payment Confirmatio	n	Payment Comp	olete		
Step 6 – Payment Confirmatio	Thank you for renewing yo This page is your confirma We would recommend prin	Payment Comp ur Empire State Society SAR membership dues. tion that the payment has been processed. tring this page for your records.	blete		
Step 6 – Payment Confirmatio Notes: Payment is complete	e ID	Payment Comp ur Empire State Society SAR membership dues. tion that the payment has been processed. ting this page for your records.	Diete	QTY	Total
Step 6 – Payment Confirmatio Notes: Payment is complete	e ID NDues_184560	Payment Comp ur Empire State Society SAR membership dues. tion that the payment has been processed. tring this page for your records.	Diete Price \$35.00	ατγ	Total \$35
Step 6 – Payment ConfirmatioNotes:Payment is complete	e ID	Payment Comp ur Empire State Society SAR membership dues, tion that the payment has been processed. ting this page for your records. National Society SAR Dues Empire State Society SAR Dues	Diete Price \$35.00 \$10.00	QTY 1	Total \$35 \$10
Step 6 – Payment Confirmatio Notes: Payment is complete	e ID NDues_184560 CDues_20.184560	Name National Society SAR Dues Empire State Society SAR Dues Manue National Society SAR Dues Empire State Society SAR Dues Westchester-Putnam Chapter Dues	Diete Price \$35.00 \$10.00 \$10.00	ату 1 1	Total \$35 \$10 \$10
Step 6 – Payment ConfirmationNotes:Payment is complete	e ID NDues_184560 CDues_20_184560 NDon_184560	Name National Society SAR Dues Empire State Society SAR Dues Vestchester-Putnam Chapter Dues National Society SAR Dues	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$10.00	ату 1 1 1	Total \$35 \$10 \$10 \$10
 Step 6 – Payment Confirmatio Notes: Payment is complete 	e ID NDues_184560 EDon_184560 EDon_184560	Name National Society SAR Dues Empire State Society SAR Dues National Society SAR Dues Empire State Society SAR Dues Metcheter-Putnam Chapter Dues National Society SAR Dues Empire State Society SAR Dues	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$11.00 \$11.00	ατγ 1 1 1 1	Total \$35 \$10 \$10 \$10 \$10
Step 6 – Payment Confirmatio Notes: • Payment is complete	e ID NDues_184560 EDues_184560 EDues_184560 EDues_184560 EDues_184560 EDues_184560 CDues_20_184560 EDue_184560 EDue_184560 EDue_184560	Name National Society SAR membership dues. tion that the payment has been processed. ting this page for your records. National Society SAR Dues Empire State Society SAR Dues Westchester-Putnam Chapter Dues National Society SAR Donation Empire State Society SAR Donation Westchester-Putnam Chapter Dues Westchester-Putnam Chapter Dues Westchester-Putnam Chapter Dues Westchester-Putnam Chapter Donation	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$11.00 \$11.00 \$12.00	01Y	Total \$35 \$10 \$10 \$10 \$11 \$11
 Step 6 – Payment Confirmatio Notes: Payment is complete 	e ID NDues_184560 EDues_184560 EDues_20_184560 EDon_184560 EDon_184560 EDon_184560 EDon_184560 EDon_184560 EDon_20_184560 Fee_20_184560	Name National Society SAR Dues Empire State Society SAR Dues Kiting this page for your records. National Society SAR Dues Empire State Society SAR Dues Westchester-Putnam Chapter Dues National Society SAR Donation Empire State Society SAR Donation Westchester-Putnam Chapter Dues National Society SAR Donation Empire State Society SAR Donation Empire State Society SAR Donation Est Sprocessing Charge	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$11.00 \$11.00 \$12.00 \$2.29	ату 1 1 1 1 1 1 1 1 1	Total \$35 \$10 \$10 \$10 \$11 \$12 \$2.29
Step 6 – Payment Confirmatio Notes: Payment is complete	e ID NDues_184560 EDues_184560 EDues_184560 CDues_20_184560 CDues_20_184560 CDue_20_184560 CDue_20_184560 EDon_184560 Billing Information	Name Mane Mational Society SAR Dues Empire State Society SAR Dues Mational Society SAR Dues Mational Society SAR Dues Empire State Society SAR Dues Mational Society SAR Donation Mational Society SAR Donation Empire State Society SAR Donation Ess Processing Charge Shipping Information	Diete Price \$35.00 \$10.00 \$10.00 \$11.00 \$12.00 \$2.29 Subtotal	0017 1 1 1 1 1 1 1 1 1 1 1	Total \$35 \$10 \$10 \$11 \$12 \$2.29 \$90.29
Step 6 – Payment Confirmatio Notes: Payment is complete	e Thank you for renewing yo This page is your confirm We would recommend prir We would recommend prir NDues_184560 EDues_184560 CDues_20_184560 EDon_184560 EDon_184560 EDon_184560 Billing Information test buyer payoal-buyer@weatchesterpoint	Payment Comp ur Empire State Society SAR membership dues, tion that the payment has been processed. ting this page for your records. National Society SAR Dues Empire State Society SAR Dues Metchester-Putnam Chapter Dues National Society SAR Donation Empire State Society SAR Donation Empire State Society SAR Donation Empire State Society SAR Donation Ess Processing Charge Shipping Information	Diete Price \$35.00 \$10.00 \$10.00 \$11.00 \$12.00 \$12.00 \$2.29 Subtotal Shipping	ατγ 1 1 1 1 1 1 1 1 1	Total \$35 \$10 \$10 \$11 \$11 \$12 \$2.29 \$90.29 \$0.00
 Step 6 – Payment Confirmatio Notes: Payment is complete 	e Thank you for renewing yo This page is your confirm We would recommend prir We would recommend prir NDues_184560 EDues_184560 CDues_20_184560 EDon_184560 EDon_184560 EDon_184560 Billing Information test buyer payDal-buyer@westchesterpu EXTAG7205B338484P	Name National Society SAR busic Imprire State Society SAR Dues Imprire State Society SAR Dues Empire State Society SAR Dues Mational Society SAR Dues Imprire State Society SAR Donation	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$11.00 \$12.00 \$12.00 \$2.29 Subtotal Shipping Handling	ατγ 1 1 1 1 1 1 1 1 1	Total \$35 \$10 \$10 \$10 \$11 \$12 \$2.29 \$90.29 \$0.00
Step 6 – Payment Confirmatio Notes: Payment is complete	e Thank you for renewing yo This page is your confirme We would recommend prir We would recommend prir U NDues_184560 EDues_184560 CDues_20_184560 CDues_20_184560 EDon_184560 EDon_184560 EDon_184560 EDon_20_184560 Billing Information test buyer paypal-buyer@westchesterpri 6XD4679058338484P	Name Mare Mational Society SAR Dues Empire State Society SAR Dues Empire State Society SAR Dues Mational Society SAR Dues Methods Society SAR Dues Empire State Society SAR Dues Mational Society SAR Dues Mational Society SAR Donation Empire State Society SAR Donation Empire State Society SAR Donation Expire State Society SAR Donation Stational Society SAR Donation Expire State Society SAR Donation Stational Society SAR Donation Bit Sar Processing Charge	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$10.00 \$11.00 \$12.00 \$12.00 \$2.29 \$22.9 Subtotal Shipping Handling Tax	01Y	Total \$35 \$10 \$10 \$10 \$10 \$10 \$10 \$11 \$12 \$2.29 \$90.29 \$0.00 \$0.00
Step 6 – Payment Confirmatio Notes: • Payment is complete	e Thank you for renewing yo This page is your confirme We would recommend prir We would recommend prir U NDues_184560 EDues_184560 CDues_20_184560 CDues_20_184560 EDon_184560 EDon_184560 EDon_184560 EDon_184560 EBilling Information test buyer paypal-buyer@westchesterpri 6XD467905B338484P	Name Antional Society SAR membership dues, torin that the payment has been processed. torin that the payment has been proten paymenthas been processed.	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$11.00 \$12.00 \$12.20 \$2.29 Subtotal Shipping Handling Tax Grand Total	01Y	Total \$35 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$11 \$12 \$2.29 \$0.00 \$0.00 \$0.00 \$90.29
Step 6 – Payment Confirmatio Notes: • Payment is complete	e Thank you for renewing yo This page is your confirme We would recommend prir We would recommend prir U NDues_184560 EDues_184560 CDues_20_184560 CDues_20_184560 EDon_184560 EDon_184560 EDon_20_184560 Billing Information test buyer paypal-buyer@westchesterpi 6XD467905B338484P	Payment Comparison Arr Empire State Society SAR membership dues, the payment has been processed. Internet of the the payment has been processed. Internet of the payment has been payme	Diete Price \$35.00 \$10.00 \$10.00 \$10.00 \$10.00 \$11.00 \$12.00 \$2.29 Subtotal Shipping Handling Tax Grand Total	ατγ 1 1 1 1 1 1 1	Total \$35 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10





 Step 7 – Email Sent Notes: Sent as soon as payment is confirmed (above). 	ESS OnlineDB Administrator ESS PayPal Payment: Westchester-Putnam Received from: 184560 Erick Wayne Krueger To:
 Sent to: Chapter Treasurer Erick Krueger (admin) Member's email on file Separate email is generated for each payment transaction. If they were to pay 2 chapters, then 2 emails are generated (one per chapter). 	A PayPal payment was just received. Member Name: Erick Wayne Krueger Member Number: 184560 Chapter Name: Westchester-Putnam National Dues: 35 ESS Dues: 10 Chapter Dues: 10 National Donation: 0 ESS Donation: 0 Chapter Donation: 0 Total Received: 55 Member Paid to PayPal: 56.54 PayPal Transaction ID: 1KC48530B02763915

