

## Online Dues Payment Process

<p><b>Step 1: Login Screen</b></p> <p>Access is via:  <a href="https://db.ess-sar.org/paydues">https://db.ess-sar.org/paydues</a></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Enter the Member information for whom you're making a payment.</li> <li>• Click the square box for "I'm not a robot"</li> </ul>	<div style="text-align: center;">  <h3>Online Dues System</h3> </div> <p><b><u>Get Member Record</u></b></p> <p>Member National Number  <input type="text" value=""/></p> <p>Member Empire State Number  <input type="text" value=""/></p> <p>Member zipcode  <input type="text" value=""/></p> <p><input type="checkbox"/> I'm not a robot </p> <p style="text-align: right; font-size: small;">reCAPTCHA Privacy - Terms</p> <p style="text-align: center;">Verify the reCAPTCHA first</p>	<div style="text-align: center;">  <h3>Online Dues System</h3> </div> <p><b><u>Get Member Record</u></b></p> <p>Member National Number  <input type="text" value="184560"/></p> <p>Member Empire State Number  <input type="text" value="13654"/></p> <p>Member zipcode  <input type="text" value="10567"/></p> <p><input checked="" type="checkbox"/> I'm not a robot </p> <p style="text-align: right; font-size: small;">reCAPTCHA Privacy - Terms</p> <p style="text-align: center;">Submit</p>																												
<p><b>Step 2: Select Chapter to Pay</b></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Must Pay Primary Chapter first</li> <li>• Some Chapters not participating this year</li> <li>• Click "Setup Payment"</li> </ul>	<div style="text-align: center;">  <h3>Online Dues System</h3> </div> <p><b><u>Member Dues Status</u></b></p> <p style="text-align: center; background-color: #f0f0f0;">Member Lookup / Dues Status</p> <p>Member Name: <b>Erick Wayne Krueger</b>          Member National Number: <b>184560</b>          Member ESS Number: <b>13654</b>          Number of Chapters = 1</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Membership</th> <th>Chapter</th> <th>Dues Required</th> <th>Status/Action</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Westchester-Putnam</td> <td style="text-align: center;">55</td> <td style="text-align: center;">Setup Payment</td> </tr> </tbody> </table>	Membership	Chapter	Dues Required	Status/Action	Primary	Westchester-Putnam	55	Setup Payment	<div style="text-align: center;">  <h3>Online Dues System</h3> </div> <p><b><u>Member Dues Status</u></b></p> <p style="text-align: center; background-color: #f0f0f0;">Member Lookup / Dues Status</p> <p>Member Name: <b>Duane Paul Booth</b>          Member National Number: <b>142262</b>          Member ESS Number: <b>11989</b>          Number of Chapters = 4</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Membership</th> <th>Chapter</th> <th>Dues Required</th> <th>Status/Action</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Walloomsac Battle</td> <td style="text-align: center;">20</td> <td style="text-align: center;">Setup Payment</td> </tr> <tr> <td>Dual-Chapter</td> <td>Saratoga Battle</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Pay Primary Chapter First</td> </tr> <tr> <td>Dual-Chapter</td> <td>Stone Arabia Battle</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Not Available Online</td> </tr> <tr> <td>Dual-Chapter</td> <td>Thousand Islands</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Pay Primary Chapter First</td> </tr> </tbody> </table>	Membership	Chapter	Dues Required	Status/Action	Primary	Walloomsac Battle	20	Setup Payment	Dual-Chapter	Saratoga Battle	10	Pay Primary Chapter First	Dual-Chapter	Stone Arabia Battle	5	Not Available Online	Dual-Chapter	Thousand Islands	10	Pay Primary Chapter First
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## Step 3: Enter Donations and Confirm Payment Total

### Notes:

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

#### How To Make a Payment:

1. Ensure payment is for the correct member and chapter.
2. Required Dues are indicated below and cannot be modified.
3. Please consider making a Donation below to your Chapter, the State or National Society of the SAR
4. Click "Calculate Total" to see your total.
5. Member pays the transaction fee for using online payments. If you wish to avoid this, then please mail a check to your Treasurer as noted on your dues invoice.
6. When ready to make payment (PayPal or Credit Card), click on the PayPal Checkout button.

NOTE: If you believe there is a problem with the Dues Amounts, please contact your Treasurer BEFORE making an online payment.

### Setup Payment

Member Name: **Erick Wayne Krueger**  
 Member National Number: **184560**  
 Member ESS Number: **13654**  
 Chapter Name: **Westchester-Putnam**  
 Membership Type: **Primary Chapter**

#### Required Dues

Society	Amount
National Society	35
Empire State Society	10
Westchester-Putnam Chapter	10
<b>Dues SubTotal:</b>	<b>55</b>

#### Please Consider Making Optional Donations:

Society	Enter Donation Amount
National Society	0.00
Empire State Society	0.00
Westchester-Putnam Chapter	0.00
<b>Donations SubTotal:</b>	<b>0.00</b>

#### Summary of Charges

SAR Receives:	55
Online Processing Fee:	1.54
<b>Member Pays:</b>	<b>56.54</b>

Calculate Total

### Setup Payment

Member Name: **Erick Wayne Krueger**  
 Member National Number: **184560**  
 Member ESS Number: **13654**  
 Chapter Name: **Westchester-Putnam**  
 Membership Type: **Primary Chapter**

#### Required Dues

Society	Amount
National Society	35
Empire State Society	10
Westchester-Putnam Chapter	10
<b>Dues SubTotal:</b>	<b>55</b>

#### Please Consider Making Optional Donations:

Society	Enter Donation Amount
National Society	10.00
Empire State Society	11.00
Westchester-Putnam Chapter	12.00
<b>Donations SubTotal:</b>	<b>33.00</b>

#### Summary of Charges

SAR Receives:	88.00
Online Processing Fee:	2.29
<b>Member Pays:</b>	<b>90.29</b>

Calculate Total

### Setup Payment

Member Name: **Erick Wayne Krueger**  
 Member National Number: **184560**  
 Member ESS Number: **13654**  
 Chapter Name: **Westchester-Putnam**  
 Membership Type: **Primary Chapter**

#### Required Dues

Society	Amount
National Society	35
Empire State Society	10
Westchester-Putnam Chapter	10
<b>Dues SubTotal:</b>	<b>55</b>

#### Please Consider Making Optional Donations:

Society	Enter Donation Amount
National Society	10.00
Empire State Society	11.00
Westchester-Putnam Chapter	12.00
<b>Donations SubTotal:</b>	<b>33.00</b>

#### Summary of Charges

SAR Receives:	88.00
Online Processing Fee:	2.29
<b>Member Pays:</b>	<b>90.29</b>

PayPal Checkout



### Step 4: PayPal Windows

**Notes:**

- Window is displayed by Paypal. It is possible you might have to scroll down to see the 'Pay with Debit or Credit Card' button.

(shown far right)

#### Step 4 – Option 1: Pay via PayPal Account

**Notes:**

- Person logs into their PayPal account and selects the funding source.
- Reminder of total due at top of window.
- Click “Continue”

#### Step 4 – Option 2: Pay by Credit Card

**Notes:**

- Person does not have a PayPal account
- Reminder of total due at top of window
- Prompts for:
  - Card info
  - Billing info
  - Contact info
- Option to create a PayPal account (not required)
- Click “Continue”



Step 5 – Final Review

Notes:

- Nothing is paid yet
- User must click “Confirm Order Details” to make payment.

### Membership Renewal Confirmation - Review Order

Your payment is not complete. You must click the "Confirm Order Details" button below to submit payment.

Below is a summary of the charges that you are agreeing to pay. Please review before final confirmation of payment.

ID	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**

test buyer  
paypal-buyer@westchesterputnam.ess-sar.org

**Shipping Information**

**Subtotal** \$90.29

**Shipping** \$0.00

**Handling** \$0.00

**Tax** \$0.00

**Grand Total** \$90.29

Cancel and Start Over  
Confirm Order Details

Step 6 – Payment Confirmation

Notes:

- Payment is complete

### Payment Complete

Thank you for renewing your Empire State Society SAR membership dues. This page is your confirmation that the payment has been processed. We would recommend printing this page for your records.

ID	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**

test buyer  
paypal-buyer@westchesterputnam.ess-sar.org  
  
6XD467905B338484P

**Shipping Information**

**Subtotal** \$90.29

**Shipping** \$0.00

**Handling** \$0.00

**Tax** \$0.00

**Grand Total** \$90.29

Start Another Payment for Same Member
Start Another Payment for Different Member
Go to Empire State Society Home Page



Step 7 – Email Sent

Notes:

- Sent as soon as payment is confirmed (above).
- 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).

**ESS OnlineDB Administrator**

ESS PayPal Payment: Westchester-Putnam Received from: 184560 Erick Wayne Krueger

To:

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

