

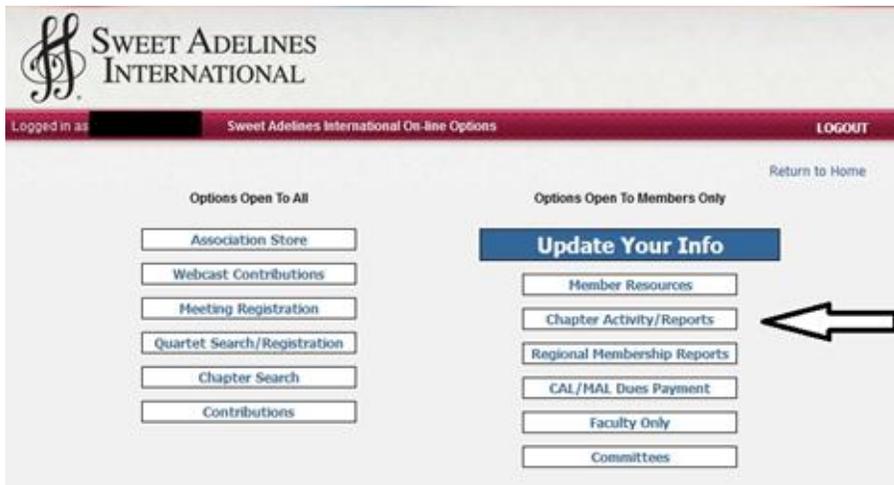
Steps for a Treasurer to pay dues for chorus members:

1. Go to www.sweetadelines.com
2. Click on "Member Login"
3. Scroll down and enter Username and Password
4. Click on "More Member Options"

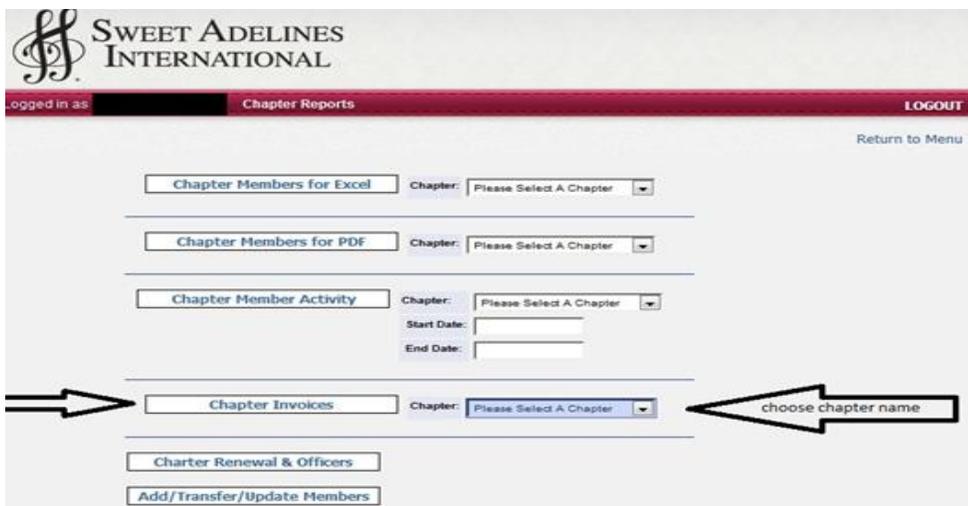


5. You are directed to the "SAI Online Options" page.
6. Click on "Chapter Activity/Reports" to access the "Pay Member Dues" option.

This option is used by Treasurers to pay dues for chorus members.



7. Login again. Using the same Username and Password as step 2.
8. You are directed to the "Chapter Reports" screen.
9. Select the chapter using the drop down box and click on Chapter Invoices.



10. You are directed to a list of open invoices associated with the chapter.
 - a. Click on the “pay” box on the line for each member you wish to pay. A check will appear in the box.
 - b. Click on the “pay” box to remove the check, if necessary.
 - c. Click “Pay Selected Invoices” when you are ready to pay dues for the members selected.

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Logged in as [redacted] Invoice History LOGOUT

[Return to Menu](#)

The following list includes only invoices with a balance due. [View All Invoices](#) [Close Window](#)

The most recent invoices appear at the top. Click the Invoice # to view more information.

	Expiration Date	Invoice Date	Member #	Invoice Amount	Total Paid	Adj.	Balance Due	Pay?
[redacted]	1/1/2016	11/25/2015	[redacted]	\$90.00	\$0.00	\$0.00	\$90.00	<input checked="" type="checkbox"/>
[redacted]	2/1/2016	12/22/2015	[redacted]	\$90.00	\$0.00	\$0.00	\$90.00	<input checked="" type="checkbox"/>
[redacted]	1/1/2016	11/25/2015	[redacted]	\$90.00	\$0.00	\$0.00	\$90.00	<input type="checkbox"/>
[redacted]	2/1/2016	12/22/2015	[redacted]	\$90.00	\$0.00	\$0.00	\$90.00	<input type="checkbox"/>
Total Balance Due:							\$360.00	

You may select an invoice for payment by checking the Pay column. If an 'X' appears in the Pay column, the system contains an unposted payment for this invoice. No new payments may be applied until the existing transaction is posted. Click the Invoice Number for more information.

Pay Selected Invoices
Reset Form

11. You are directed to the “Payment Entry” screen.
 - a. Review the list of invoices that were selected for payment. Use the “Close Window” option to return the previous screen and can change your selection.
 - b. Enter your credit card information and click “Submit Payment”. Click “OK” to continue with payment.
 - c. Print the confirmation/receipt of your payment for the chapter’s records.

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Logged in as [redacted] Invoice History - Payment Entry LOGOUT

[Return to Menu](#)

Invoice Payment [Close Window](#)

The following list includes all invoices selected for payment.

Member #	Description	Invoice Amount	Total Paid	Adj.	Balance Due
[redacted]	US or Canadian Member - Renewal	\$90.00	\$0.00	\$0.00	\$90.00
[redacted]	US or Canadian Member - Renewal	\$90.00	\$0.00	\$0.00	\$90.00
Total Balance Due For Selected Invoices:					\$180.00

Payment Information VerisignPayFloPro 9415419

Name on Card:

Card Type/Number: /

Expiration Month/Year: /

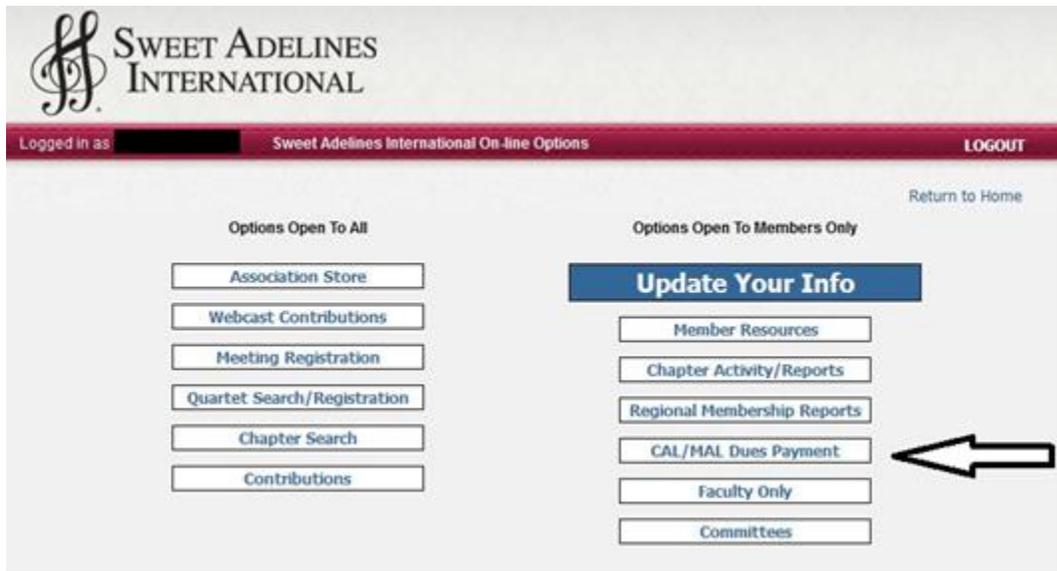
Payment Amount: \$

= Required Field

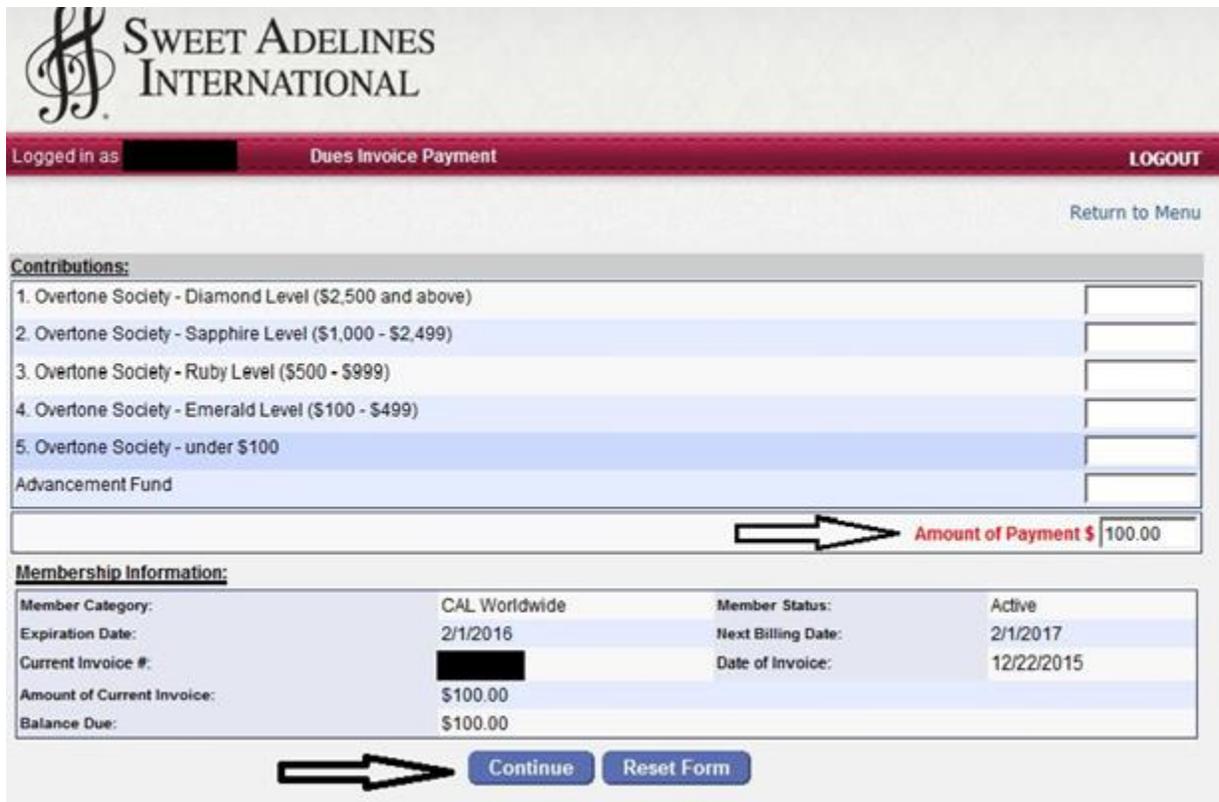
Submit Payment

Steps for a MAL & CAL members to pay dues.

1. Follow steps 1-4 above.
2. Click on "CAL/MAL Dues Payment."



3. Login again. Using the same Username and Password.
4. You are directed to the "Dues Invoice Payment" screen.
 - a. Enter contribution amounts, if applicable.
 - b. Review Amount of Current Invoice.
 - c. Click "Continue."



5. Review the invoice and payment amount.
 - a. The system will auto populate several fields, such as: name, address and email.
 - b. Enter or change information as necessary.
 - c. Enter credit card information and click "Submit Changes."

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Logged in as [redacted] Dues Invoice Payment LOGOUT

[Return to Menu](#)

Please review the following information. If correct, click the "Submit" button to receive your receipt. If you need to make edits, click the back button on your browser.

Outstanding Invoices:

Invoice Number	Invoice Date	Description	Amount	Balance Due
	12/22/2015	CAL Worldwide - Renewal	\$100.00	\$100.00
Total Due:				\$100.00

Payment Options

Name on Card:

Address:

Address 2:

City / State / Zip: -- no selection --

Country:

Email Address:

Card Type/Number: /

Expiration Month/Year: /

Payment Amount: \$100.00

←

6. Click "OK" to continue with payment.
 - a. After the payment has processed, you will be able to print a confirmation/ receipt of payment.
 - b. A Confirmation email will be sent to the email address on file.