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May 23, 2011

To: Actives, Deputies, Personal Representatives and Valley Secretaries

From: William G. Sizemore



Subject: Online Dues Payment Service

Members now have an online option for paying their membership dues and making charitable contributions. They may access this service at www.scottishrite.org under the heading *Member Programs* or by clicking the “Pay Your Dues Online” link on the home page.

This service was activated for Valleys currently participating in the Membership Services Program—that is, any Valley for which the Supreme Council produces dues notices. If your Valley manages its own dues printing and mailing, but you would like your members to have the online payment option, please notify Tammy Fannin (tfannin@scottishrite.org) at the Supreme Council Computer Services. *All Valleys must ensure that members’ dues information is current in Sentinel so that the online payment system will reflect the correct dues amount.*

All payments are secured through Authorize.net, and managed by the Supreme Council’s Office of Finance. Each time a member uses the online payment system, an email of the activity is sent to the Valley’s “official” email address, and the payment is automatically applied to the member’s account in the Sentinel system. Thus, Valley staff members do not have to enter the payments in Sentinel; however, it is the Valley’s responsibility to ensure that the correct amount of money was collected and applied to the member’s Sentinel account, and to reinstate any member that was previously suspended. Per capita will be withheld for any member for whom the Valley has not paid per capita.

Visa, Discover, Master Card, and American Express are accepted. Valleys for which we have received payments or donations, will receive a detailed monthly report along with a check for full reimbursement.

We believe this will be a great service for our members and Valleys, and we are pleased to be able to offer it at this time!