

DUES NOTICE PRINTING QUICK CHECKLIST

Open MORI and go to Financial > Dues Process

1) Member Types

- a. Review Member Types to verify the fee is correct, in the case of Regular/Primary Dues make sure you have factored in the correct Per Capita Tax. Currently it is \$41.00.

2) Initialize Dues

- a. Review and verify each Member Type is correct. *[Note: This is how MORI know how much to charge each member.]*
- b. Click the dropdown box to select the proper type.

3) Setup Dues

- a. Review each Member Type and verify if the values are correct, if not change them. See item 1a.
- b. When you click on Yes you will see a new screen that will ask for the year, enter 2018 and click on setup. *Note: This cannot be undone.*

Go to Lodge > Dues Notices

- 1) This is a two sided screen, you can make changes on the Edit (left hand) side and see the changes on the Preview (right) side.
- 2) Click Save
- 3) Note: On the preview side areas that are NOT in color are placeholders only and will not reflect on the final notice.
- 4) Click on Print
- 5) Click on the appropriate items then,
- 6) Select Preview Notices
- 7) In most cases select submit on the yellow line 'Create envelopes with not return address.'
- 8) You will then see a pdf file that you can send to your printer through your normal Print Command.