

Transitioning to eDues

Your Guide to Participating in FEA's eDues Payment Option

For members in Europe and the Pacific



The screenshot shows a web form titled "eDues Automatic Payment Enrollment". At the top, there is a header with the "eDues" text and the "nea NATIONAL EDUCATION ASSOCIATION" logo. Below the header, the text "Please provide the following information to continue" is displayed. The form contains two input fields: "Member Id:" and "Home ZIP Code:". A blue "Next" button is positioned below the input fields. At the bottom of the form, the slogan "Great Public Schools for Every Student" is visible.



Thank you for your interest in using the NEA eDues system to pay your Association dues via Electronic Funds Transfer (EFT) or Credit Card.

In case you are not familiar with EFTs, they are transactions in which funds from your bank account are electronically transferred to another entity's account (in this case, FEA's account at Bank of America) in order to pay a bill or obligation you have. You may, for example, already use EFT services through your bank to pay monthly utility bills or other recurring expenses.

All EFT and Credit Card transactions will be conducted through Bank of America, which has worked with NEA to develop the eDues system as a secure site.

Before you begin the process of switching yourself over to EFT or Credit Card payment of Association dues, you will need the following pieces of information:

- Your **FEA/NEA membership ID number** (*printed on your FEA/NEA membership card, on the address section of FEA Journal newsletters mailed to you, or send an email to ghritz@nea.org with your full name and work location to request your ID number*)
- Your **mailing address ZIP code** (*first five digits only*)
- The **routing and account numbers** for the checking or savings account from which you will pay your dues if using EFT (*we recommend you use the same account to which your bi-weekly pay deposit from the government is made*), **or the Credit Card number** you intend to use

If you have questions or concerns at any time about the process of switching to eDues payment of your Association dues, or about the dues payment process itself, please contact FEA's **Gary Hritz** (ghritz@nea.org). We want to assure you have a positive experience as a part of this pilot program.

Thank you again for your interest in switching to eDues and thank you for your continued membership in and support of the Federal Education Association!

NEW ASSOCIATION MEMBERS, PLEASE NOTE: The eDues system is not currently configured to sign up new members. You must enroll using a paper form and pay your dues for the first year of membership by payroll deduction, cash or check. You may switch to eDues payment AFTER your first year of membership is completed. We are very sorry for the inconvenience.

VERY IMPORTANT NOTICE FOR MEMBERS IN EUROPE AND THE PACIFIC WHO CURRENTLY PAY THEIR DUES VIA PAYROLL DEDUCTION

Unless you take action to stop your payroll deductions within the prescribed window at the start of the school year, your dues will automatically be deducted from your pay for the remainder of the school year.

IF YOU WISH TO SWITCH TO EFT OR CREDIT CARD PAYMENT OF YOUR ASSOCIATION DUES, YOU MUST ALSO TAKE ACTION TO SHUT OFF PAYROLL DEDUCTION OF YOUR DUES IN ORDER TO AVOID BEING BILLED TWICE FOR YOUR DUES.

Enrolling in eDues DOES NOT automatically end payroll deductions.

IN ORDER TO SHUT OFF PAYROLL DEDUCTIONS, YOU MUST COMPLETE AND SUBMIT AN SF-1188 FORM TO FEA MEMBERSHIP PROCESSOR LINDA CONCEPCION VIA THE E-MAIL ADDRESS APPROPRIATE FOR YOUR LOCATION.

FEA PACIFIC
pac_pro@outlook.com

FEA EUROPE
Europe_Pro@outlook.com

YOU CAN OBTAIN THE SF-1188 FORM FROM YOUR SCHOOL SECRETARY OR PERSONNEL OFFICE OR DOWNLOAD IT AT <https://www.gsa.gov/forms-library/cancellation-payroll-deductions-labor-organization-dues>

FAILURE TO SUBMIT THIS FORM DURING THE PRESCRIBED WINDOW AT THE START OF THE SCHOOL YEAR WILL RESULT IN YOUR PAYROLL DEDUCTIONS CONTINUING AUTOMATICALLY FOR THE REMAINDER OF THE YEAR.

If you miss the window to turn off payroll deductions, DO NOT enroll in eDUES or you will be double billed for your Association dues. If this does occur, please notify Gary Hritz (ghritz@nea.org) or Nereyda Jones-Luciano (njones@nea.org) immediately so we can work with you to shut off your eDues payments and quickly refund any amount you were double billed.

Before we begin, let's answer some commonly asked questions:

Why is FEA changing the way it collects dues?

We are offering EFT and credit card payment as options in order to provide members with more choices and, we hope, to better fit your individual needs.

Is the NEA eDues system secure?

NEA and Bank of America staff monitor for security issues and we've been assured their systems meet or exceed all industry standards for data security. The best steps you can take to protect your information are to not share your account information with anyone, to never use a public computer or public internet connection to access secure sites, and to make sure your computer is protected by up-to-date security software and firewalls.

How will this system be different than payroll deductions?

Under payroll deduction, the government withheld money from your paycheck over 10 pay periods and sent that money directly to FEA to cover your annual dues obligation.

Under the eDues system, no Association dues will be withheld from your paycheck before it is deposited in your checking or savings account. Instead, using the information you provide, your bank will transfer funds covering your dues obligation (using the payment schedule you select) from your account to FEA's via EFT, or your Credit Card will be charged the full amount of your annual Association dues.

Do I have to sign up for eDues every year?

No. Like the payroll deduction system through the government, your eDues payments will be set up as recurring payments. You will be emailed a notice before a new school year's payments begin, informing you of any changes to dues amounts and providing information on how to make changes to or end your eDues deductions.

Will I be paying more (or less) in dues as a result of this change?

Your total dues obligation will be exactly the same under eDues as it would have been had you continued to utilize payroll deductions or simply paid by cash or check. The only difference is in how your dues obligation is paid to the Association.

What options will I have for paying my dues under the eDues system?

There are three payment options you can choose from when you utilize NEA's eDues system:

- 1. Installment payments** of your total dues obligation spread out **over 10 pay periods, paid via EFT** from your checking or savings account.
- 2. A single lump-sum payment** of your total dues obligation **paid via EFT** from your checking or savings account.
- 3. A single lump-sum payment** of your total dues obligation **charged to your Credit Card**.

What happens if there is a mistake with my eDues deductions?

We are working very hard to make sure that does not happen. However, if you suspect any sort of error, please contact the FEA office immediately by emailing Gary Hritz (ghritz@nea.org) or Nereyda Jones-Luciano (njones@nea.org). We will work with you to correct the problem QUICKLY! We are grateful to you for your membership and we want you to rest assured that you will not have to wait months or years for resolution if any errors do occur.

*If you have other questions about this process we have not covered, please contact **Gary Hritz** at FEA's Washington DC office:*

ghritz@nea.org

READY TO MAKE THE SWITCH TO eDUES? LET'S BEGIN!

The process of activating EFT or Credit Card payments for your dues is very straightforward and can be completed in about 5 minutes using NEA's online eDues system.

PLEASE BE SURE TO ONLY ACCESS THE eDUES SYSTEM USING THE LINK PROVIDED TO YOU BY FEA at www.feaonline.org/membership/e-dues/

AS WITH ALL ELECTRONIC TRANSACTIONS, YOU SHOULD ALWAYS BE WARY OF HOAXSTERS AND SCAM ARTISTS TRYING TO GAIN ACCESS TO YOUR PERSONAL AND FINANCIAL INFORMATION.

IF YOU HAVE A CONCERN ABOUT ANY COMMUNICATION YOU EVER RECEIVE REGARDING YOUR eDUES PAYMENTS, PLEASE CONTACT FEA DIRECTLY AT **202 822 7850** OR EMAIL **NEREYDA JONES-LUCIANO** (njones@nea.org) OR **GARY HRITZ** (ghritz@nea.org) AND WE WILL GET YOU THE ANSWERS AND INFORMATION YOU NEED.

WE WILL NEVER FAULT YOU FOR BEING OVERLY CAUTIOUS WHEN IT COMES TO YOUR PERSONAL AND FINANCIAL INFORMATION!

Please contact Nereyda or Gary any time you have questions or concerns!

STEP 1

Go to www.feaonline.org/membership/e-dues/ and use the link on that page reading “Begin Your Enrollment in NEA’s eDues System” to access eDues and switch your payment method

(note: The URL at the top of the NEA eDues page you will be taken to is <https://edues.nea.org/eDues/righthere.jsp>)

Once you use the above-referenced link to go to the NEA eDues site, the page you will see will look like the image to the right.

Type in your Member ID and your mailing address ZIP code (first 5 digits only) in the spaces provided.

The information you type in **must match** what FEA has on file for you.

If the eDues system does not recognize the information you enter, please stop and contact **Nereyda Jones-Luciano** (njones@nea.org) or **Gary Hritz** (ghritz@nea.org) at FEA’s DC office.

After entering your Member ID and 5-digit ZIP Code, click “Next” to proceed



The screenshot shows the NEA eDues Automatic Payment Enrollment page. At the top, there is a header with the NEA logo and the text "eDues Automatic Payment Enrollment". Below the header, there is a prompt: "Please provide the following information to continue". There are two input fields: "Member Id:" and "Home ZIP Code:". Below these fields is a blue button labeled "Next". At the bottom of the page, there is a blue banner with the text "Great Public Schools for Every Student".

STEP 2

Confirm/Update your contact information

If your name or address is incorrect, stop and send an email to **Gary Hritz** at ghritz@nea.org with details of the corrections that need to be made. **YOU SHOULD NOT ATTEMPT TO SET UP eDUES IF YOUR NAME OR ADDRESS ARE INCORRECT.** Once you contact us with the change, we will work to update our membership system and have you try again a few days later.

If your name and address are correct, enter the information requested at the bottom half of the page.

If the Home Email and Home and/or Mobile Phone fields are already populated with information, correct any mistakes in the information listed before you click "Next."

You **MUST** enter a home (non DoDEA) email on the page. This is so we are certain we have a valid email at which to contact you in case of any issues with your eDues set up.

After confirming the accuracy of your name/address and filling out your email and phone information, click "Next"



The screenshot shows a web form titled "Contact Info" for "eDues Automatic Payment Enrollment". The form includes a "Back" button, a "Please review and correct any of the information below, if needed." instruction, and pre-filled information for "Name: JANE DOE" and "Address: PSC 999 BOX 3999, FPO, AP 99999". A link "If the above information is incorrect click here" is provided. Below this is a table with columns "Year", "Local", "Employer", and "Current Pay Method", containing the values "22-23", "AEAO-OKINAWA", "DEPT OF DEFENSE", and "PR". The form also has fields for "Home Email" (pre-filled with "janedoe@gmail.com"), "Home Phone", and "Mobile Phone". A legend indicates that an asterisk denotes a required field. At the bottom are "Cancel" and "Next" buttons.

Year	Local	Employer	Current Pay Method
22-23	AEAO-OKINAWA	DEPT OF DEFENSE	PR

STEP 3

On this page, you will select the payment method and payment schedule used to pay your dues obligation

Under the NEA eDues system, there are three options available to you:

Bank Account

(10 prorated payments of your total dues obligation amount)

Bank Account

(One annual payment of your total dues obligation amount)

Credit Card

(One annual payment of your total dues obligation amount)

If you wish to pay your dues in installments, similar to the payment schedule and amount that would have applied if you remained under payroll deduction, choose the “10 payments” option. The dollar amount shown is the amount of each installment you will pay via EFT. Installment amounts vary based upon location. (installments are not available via Credit Card).

Installment payments will take place on the following dates, each of which immediately follows the date of your government payroll direct deposit.

10/31/2022	01/09/2023
11/14/2022	01/23/2023
11/28/2022	02/06/2023
12/12/2022	02/21/2023
12/26/2022	03/06/2023

If you select the Bank Account (One annual payment) option or the Credit Card option, the entire amount of your annual dues obligation will be withdrawn via EFT from the account you designate or charged to your Credit Card. That one-time, lump sum EFT transaction or Credit Card charge will occur on the next scheduled processing date (from the above list) after you make your selection.

When you have selected your payment method and reviewed your obligation details, click “Next”



To see a breakdown of your total dues amount, listed by your Local Association, FEA and NEA dues, click the “View my Obligation Details” link near the bottom of the page.

Doing so will open a screen similar to the one below, though the exact amounts may differ depending upon your local association’s dues amount and your membership type.

Fund Name	Amount	Annual Total
NEA Dues (D01)	204.00	933.00
FEA Dues (D01)	489.00	Amount Paid: 0.00
LEA Dues (D01)	240.00	Amount Due: 933.00

STEP 4

Here is where you will enter information for the savings or checking account from which you wish to have your dues obligation deducted via EFT, or the Credit Card you want to charge

FOR EFT PAYMENTS, FEA RECOMMENDS YOU LIST THE SAME ACCOUNT TO WHICH YOUR BI-WEEKLY GOVERNMENT PAY CHECK IS DEPOSITED.

The EFT withdrawal schedule is synced to take place a few days AFTER each of your DOD pay deposits, so using the same account for both should ensure you always have adequate funds in the account.

You will list the following information for your account:

Routing Number: *this is a 9-digit number, which can be found in the lower left corner of your checks or deposit slips*

Account Number: *this is a maximum 12-digit number to be found immediately to the right of your Routing number*

Be sure to also indicate whether the account you've listed is a checking or savings account by clicking the appropriate line under "Account Type" before submitting your information.

FOR CREDIT CARD PAYMENTS:

Simply enter your credit card information as instructed by the NEA eDues system.

A note about the credit card option: FEA is charged a fee for credit card payments but not for EFT payments. Because of this, we encourage members to select the EFT option if viable.

Click "Next" when you are ready to review and finalize your eDues Payment method, amount and schedule

Clicking the "Where do I get this information?" box at the top of the page will display a sample check that illustrates where the Routing and Account numbers can be found.

STEP 5

View and confirm the information on this page for accuracy

You will be shown the amount and schedule of your deductions along with your routing and account numbers (if you've chosen to pay via EFT) or your Credit Card information.

Use the “Edit Bank Information” link if you find an error in your account information.

If the information about your dues obligation and payment method is correct and if you agree to the **Terms of Use** and **Privacy Policy** (links provided for you to review), click the “**I agree**” box and then click the “**Confirm**” button.

After doing so, you will receive a “**Thank you**” message, similar to the one to the right, and your eDues enrollment will be complete. You will also receive a **confirmation message** at the email address you designated under Step 2.

If you choose to pay your entire dues obligation as a lump sum, you should see your EFT dues deduction payment automatically deducted from the account you designated, or your payment charged to your credit card, on the next available date of the deduction schedule outlined under Step 3 in this document.

If you chose the installment payment option via EFT, you will see your total dues obligation paid in installments over the remainder of the dates listed in the deduction schedule outlined under Step 3 in this document.

Note: if you sign up for installment payments after the deduction schedule has begun, your total dues obligation will be paid across the remaining dates on that deduction schedule. For example, if the first two dates on the schedule have already passed before you sign up to pay by installments, your total obligation will be spread across the remaining eight dates on the schedule.



The screenshot shows a 'Review' page for 'eDues Automatic Payment Enrollment'. At the top, there is a 'Back' button and the 'nea' logo. The main content area displays the following information: 'Deduction Amount: \$93.30 in 10 installments starting 10/31/2022', 'Bank Account Number: xxxxxxx1234', and 'Bank Routing Number: 0123456789 - ANYTOWN BANK'. Below this, there is a link for 'Details about your obligation are available' and a '< Edit Bank Information' link. A section for agreement states 'I have read and agree to the Terms of Use and Privacy Policy' with an 'I agree' checkbox. At the bottom, there are 'Cancel' and 'Confirm' buttons.



The screenshot shows a 'Home' page with a confirmation message. At the top, there is a 'Home' button and the 'nea' logo. The message reads: 'Thank you for enrolling to pay via eDues and for continuing your membership. A confirmation email will be sent to janedoe@gmail.com. Please check the Enrollment Confirmation email to see your deduction details.'

Reviewing The Process of Signing Up For eDues Payment of Your Association Dues

IMPORTANT: *If you paid your Association dues last school year via payroll deduction, you must submit a form SF-1188 to FEA Membership Processor Linda Concepcion to end those payroll deductions. Go to page 3 of this document to find her email address based upon your location.*

If you sign up for eDues but fail to terminate your payroll deductions, you will be billed twice for your Association dues. See page three of this document for more information.

SIGNING UP FOR eDUES

STEP 1 - Go to www.feaonline.org/membership/e-dues/ to find the link for NEA's eDues site

STEP 2 - Confirm/update your contact information on the eDues site

STEP 3 - Select the payment method and schedule you want to use

STEP 4 - Enter information needed to process your EFT or Credit Card payment

STEP 5 - Confirm and submit your eDues registration

After you have enrolled, please send an email to Gary Hritz at ghritz@nea.org so he can confirm your enrollment in eDues

Please send any questions you have about eDues to Gary Hritz (ghritz@nea.org) or Nereyda Jones-Luciano (njones@nea.org) at FEA's Washington DC office.

THANK YOU!

Thank You Very Much For Participating In This eDues Program!

Should you have any questions or concerns at any point about the eDues system or any charges made to your account, please contact **Nereyda Jones-Luciano** (njones@nea.org) or **Gary Hritz** (ghritz@nea.org) at FEA's Washington DC office.



Your Professional Association