

eDues is safe, secure, easy and takes most members less than 5 minutes to set-up!

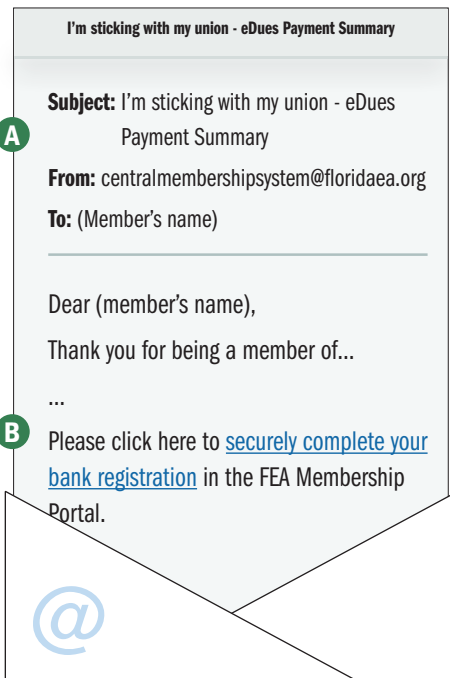
# A member's guide to converting to eDues



FEA uses Plaid, a well-known payment system (used by companies like Venmo) that links consumer bank accounts securely with applications. In the following steps you will allow Plaid to connect your bank account to your union's bank account. **Note that your local union and FEA will not have access to any of your bank information; they will only receive your dues payments.**

## Step 1: Open your personalized email and click the secure link

- A** Each member will receive a personalized email from [centralmembershipsysteem@floridaea.org](mailto:centralmembershipsysteem@floridaea.org) with the subject line "I'm sticking with my union - eDues Payment Summary":



- B** Click the secure, personalized link toward the bottom of the email ("Please click here to [securely complete your bank registration](#) in the FEA Membership Portal.")

*\* If you don't see your email in your inbox, please check your spam, junk or promotions folders.*

*\* If you still don't see your email contact Escambia EA/ESP ([escambia@floridaea.org](mailto:escambia@floridaea.org)) / (850) 476-2906, we may have a different email on file.*

## Step 2: Create your secure password

- A** After clicking the link you'll be taken to the Complete Registration screen in FEA's secure Member Portal. Your First Name, Last Name and email will auto-fill. You may change your email address here.
- B** For security, your password must be 12 characters and include at least one letter, one number and one symbol. When you've created your password click the **Create Account** button at the bottom of the screen.

- C** You are now registered for the secure Member Portal! Click on the **Set Up Now** button in the bottom right corner to connect your bank.

## Step 3: Link your bank account

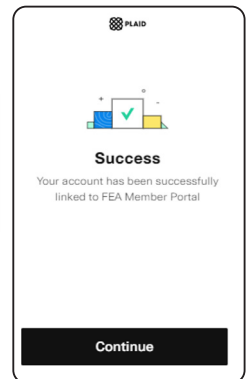
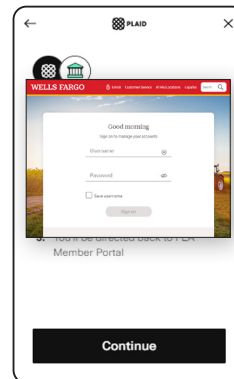
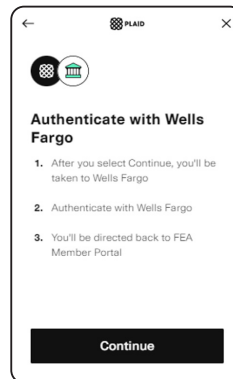
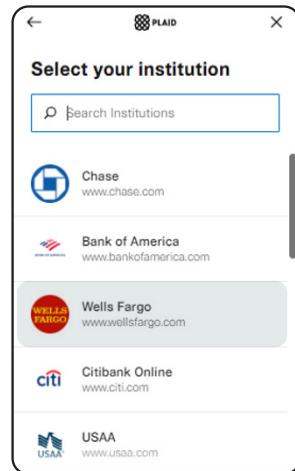
Follow the step-by-step on-screen instructions to **link your bank account** in one of 2 easy ways:

### Method 1 (quickest)

Find and select your bank in the searchable list and follow the on-screen prompts.

After clicking continue a new window will open and you will be prompted to log into your bank.

Follow the prompts from your bank to connect your account to the Plaid system. (Note: each bank's process is slightly different.)



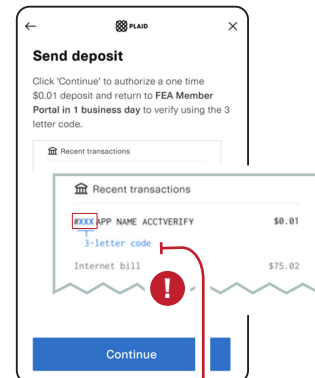
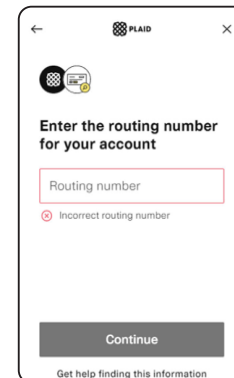
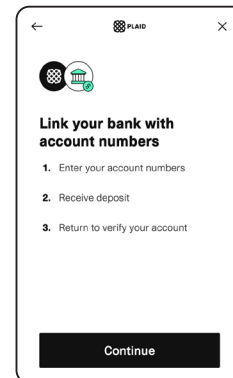
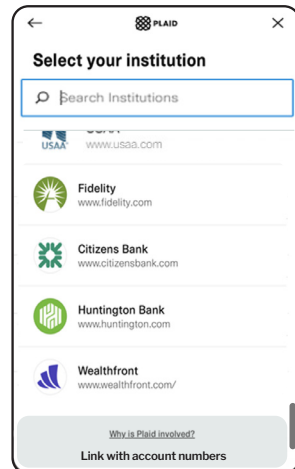
*\* Please note: Screen shots are composites; Each bank requires different forms of authentication and utilizes any security features you have enabled for your online banking.*

### Method 2

Scroll to the bottom of the list and select **Link with account numbers**.

You will then be prompted to enter your bank's routing number and your bank account number (checking or savings).

**! Critical final step:** This method will require returning — at least one day later — to the Member Portal and entering the 3 letter code attached to the \$0.01 micro-deposit you received from Plaid. This is how Plaid verifies your account info.

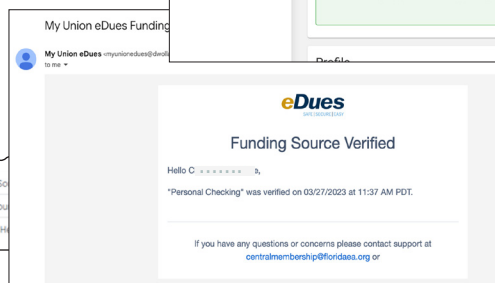
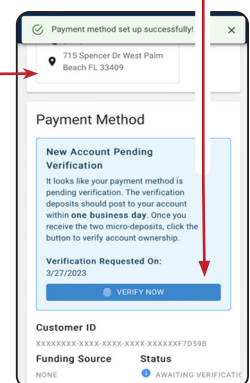
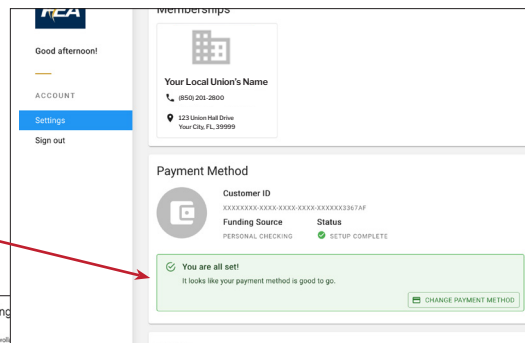


**REMEMBER!** To complete the process using Method 2 you must return to the Member Portal ([portal.floridaea.org](http://portal.floridaea.org)) and enter the 3 letter code attached to your micro-deposit. Enter this by clicking the "VERIFY NOW" button.

## Step 4: You're now enrolled in eDues!

You will know the process is successful when you see the green box in your member portal.

You will also receive a series of confirmation emails as you go through the processes with PLAID, your banking institution, and the FEA Member Portal.



Questions? Contact EEA/ESP:

**escambia@floridaea.org**  
**Phone: (850) 476-2906**