

Follow these steps to pay your state dues:

1. The President or Treasurer can login to MemberHub, click on **Admin Console (top right)**, then from the **PTA tab**, click on **State Payments** from the menu on the right.
2. On this screen it will show how much is owed to the state and for how many members. To see which members are owed for, click on *Show/Hide Members*. All members with state dues outstanding will be listed at the bottom of the page.
3. You can then click on **Send Payments Via e-Check**. The fee for this option is a flat \$1(replaces postage, check and envelope costs), and it sends an eCheck directly to NYS PTA. Check out the screenshots below to help you understand the initial set up process and what you might encounter as every bank has different security measures.
4. Once the eCheck is sent, you can see a breakdown of all payments made by clicking on the **State Payments History** button.

How e-Check works with WePay ACH popup

Search for your PTA's bank by typing the name and selecting it from the drop-down list.

The image displays two screenshots of the WePay 'Select Your Bank' form. Both screenshots show the WePay logo at the top, followed by a blue header with the text 'Select Your Bank'. Below the header is a search box. In the left screenshot, the search box contains 'PN' and a dropdown menu is open, showing 'PNC' with a red arrow pointing to the text 'Pick from list'. Below the search box are buttons for Bank of America, Wells Fargo, Charles Schwab, Chase, and Citi. In the right screenshot, the search box contains 'PNC' and a dropdown menu is open, showing 'Test Test' with a green checkmark. Below the search box are buttons for Bank of America, Wells Fargo, Charles Schwab, Chase, and Citi. Both screenshots have a 'Full Name (Required)' field and an email field containing 'test@example.com' with a green checkmark, and a 'Search' button at the bottom.

You will then choose to log in to your PTA's bank account **OR** manually enter your PTA's bank account information.

The image displays two screenshots of the WePay mobile application interface. The left screenshot is titled "Log Into Bank" and features the PNC logo. It contains input fields for "PNC username" and "PNC password", a "Log In" button, and a "Manually enter account & routing info" button. A red arrow points to this button, with the text "Manually Enter bank info" written next to it. Below the button, it states "This process may take 1-2 business days". The right screenshot is titled "Enter Bank Information" and shows a series of input fields, each with a green checkmark: "PNC", "021000021", "1234", "1234", and "Test Test". Below these fields are radio buttons for "Checking" (selected) and "Savings". A "Next" button is at the bottom, with a "Back" link below it. A disclaimer at the bottom reads: "We will only use this information for verification."

If you choose to enter the bank account information manually, WePay will make two small deposits in your PTA's bank account, which you will need to confirm to verify your account. Once you have done that, your ACH payment will be released.

You will receive an email with instructions on completing this portion of the process:



WePay Payments will make two small deposits to your bank account **First Citizens Bank XXXXXX7508**.

These deposits should appear in your bank account within the next few days.

When they arrive, confirm your bank account by [clicking here »](#)

Click the link in the email and log in to confirm the amounts.

 Payment Pending

TO

NCPTA

Almost done!

To complete this payment you must first verify your bank account.
We will make two small deposits into your account ending in **7508**.
Once you see them reflected on your bank account, please enter the two amounts below.

Micro Deposit #1

Micro Deposit #2

By clicking the "Verify" button, you agree to the WePay [Terms of Service](#) and [Privacy Policy](#) and authorize WePay to withdraw from this bank account.

ORDER SUMMARY	AMOUNT
Payment from First Citizens Bank XXXXXX7508	\$4.00
Payment Method: First Citizens Bank XXXXXX7508	Service Fee.....\$1.00
Paid on: 08/08/2018 at 12:41 PM EDT	Total \$5.00

Advanced Access Code from your bank

When using the WePay popup to send an eCheck state payment, you may get to a point where you're prompted to enter an Advanced Access Code.

Some banks have extra security measures that you may have on your bank account in order to generate online transactions. For example Wells Fargo offers a feature called **Advanced Access**.

According to Wells Fargo: When you're conducting online or mobile banking, we may sometimes prompt you to request an access code to perform certain transactions or access sensitive information.

Please be aware of this setting with your bank and work directly with your bank on your Advanced Access settings.

If logging into your bank through the WePay ACH popup continues to be a challenge just follow the screenshots above to manually enter your bank account and routing information.

Also, WePay recommends logging into your bank account to decide if you'd like to disable 2-Step Verification.