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.

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

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:

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

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.