



## **GUIDELINE TO SUBMIT MEMBERSHIP DUES TO HEADQUARTERS**

To submit Chapter's membership dues to Headquarters, please complete the following by November 30<sup>th</sup>, 2019:

1. Chapter representative log in at <https://membership.veym.net/membership-dues>.
2. Select corresponding "League of Chapters".
3. Select corresponding "Chapter".
4. Click "ADD TO CART".
5. For each membership category listed, enter the number of members registered at your Chapter.
6. Click "ADD TO CART" for each membership category.
7. Once completed, click "Shopping Cart" at top right.
8. Click "LOGIN TO CHECKOUT".
9. Sign in with your VEYM account. If you do not have one, register at "[signup.veym.net](https://signup.veym.net)".
10. Once redirected to the Shopping Cart; click "CHECKOUT".
11. Select billing address or enter a new one.
12. Select payment method. Either pay with credit card on site (will incur a 2% fee) or request a quote to pay with a check (quote may be used to provide to parish if needed).
13. Confirm the information is accurate and proceed to confirm payment. If requesting a quote, please follow the instructions on the screen carefully.
14. Email confirmation will be available once the order process is completed.
15. For questions, please contact [headquarters@veym.net](mailto:headquarters@veym.net). Thank you!